

How to Update a Business Address in Pennsylvania

Purpose: Use this guide to complete the necessary steps to update your business address in Pennsylvania.

Step 1: Update your Address with the PA Department of State.

If the address you need to update is on file with the PA Department of State you should file the proper form to update your registration based on your business structure. If you are unsure of your business structure, you can find it by searching your business name on the Department of State's [Business Search](#) webpage.

- **Fictitious Name Registration:** Fictitious Name Amendment (\$70)
- **Domestic Entities (Limited Partnerships, Limited Liability Companies, Corporations, and Nonprofits):** Change of Registered Office (\$5)
- **Foreign Registered Entities:** Amendment of Foreign Registration Statement (\$250)

For assistance with accessing the required online form in Business Filing Services, refer to the [Amend an Existing Business in BFS](#) help guide.

Step 2: Update your Tax Accounts.

If you have business tax accounts through the PA Department of Revenue (e.g., sales tax, employer withholding, etc.) you should update the address either online through [myPATH](#) or by completing [Form REV-1705r](#). You should also update the address on your next state income tax return when it is filed. For assistance with updating an address in [myPATH](#) refer to the [Updating Your Address](#) video tutorial.

If you have an unemployment compensation account through the PA Department of Labor and Industry, you should update the address online through the [Unemployment Compensation Management System](#) (UCMS).

Step 3: Update your Address with the Internal Revenue Service (IRS).

If the address you need to update is associated with your Federal Employer Identification Number (EIN/FEIN) you should update it either by listing the new address on your next income tax return or by completing IRS [Form 8822-B](#).

Step 4: Update your Address with any other Federal/State/Local Entities with whom you may be Registered/Licensed.

Reach out to any other government agencies or authorities through which you may be registered/licensed to determine the proper process to update the address directly with those agencies.