



# Change of Address Form

For businesses changing their physical location and/or mailing address

**Be sure to notify the State DOR Registration Dept. at 803-896-1350 of your new address.**

## Business Information

1. Business Name: \_\_\_\_\_
2. Doing Business As (if applicable):  
\_\_\_\_\_
3. Business Location \_\_\_\_\_
4. Federal ID # or SSN \_\_\_\_\_ Owner Name: \_\_\_\_\_

## County Accounts to be Changed – Please indicate which account numbers your business has:

- Business License (Business License # \_\_\_\_\_)
- Business Personal Property Taxes (Account # \_\_\_\_\_)
- Hospitality Taxes (Hospitality Tax # \_\_\_\_\_)
- Hazardous Materials Permit (Permit # \_\_\_\_\_)
- Landfill Permit
- Precious Metals Permit
- Other (Please describe) \_\_\_\_\_

## Change of Physical Location

If the business' new location will be within the *unincorporated* area of Richland County, you will need to complete a Clearance Form. This form must be approved by the Zoning Division and possibly the Fire Marshal *prior to your business moving to the new location*. There is a fee associated with this review.

1. Date Change to Take Effect (or took effect) \_\_\_\_\_
2. Prior Physical Location (Street, City, State, Zip) \_\_\_\_\_
3. New Physical Location (Street, City, State, Zip) \_\_\_\_\_
4. New Tax Map Number \_\_\_\_\_ Tax District \_\_\_\_\_

## Change of Mailing Address

1. Prior Mailing Address: \_\_\_\_\_
2. New Mailing Address: \_\_\_\_\_

## Person Completing Form: Contact Information

Signature of Person completing form: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

**RICHLAND COUNTY GOVERNMENT  
COMMUNITY PLANNING & DEVELOPMENT  
BUSINESS SERVICE CENTER**

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E-mail: \_\_\_\_\_ Date: \_\_\_\_\_