



Finance Department  
 Revenue Collection  
 1947 Center Street, 1st Floor  
 Berkeley, CA 94704

# BUSINESS LICENSE CHANGE OF INFORMATION FORM

Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

**Instructions: Check the appropriate box(es) and provide updated information.**

This form cannot be used if the Federal Employer Identification Number (FEIN) or the Social Security Number (SSN) has changed. If either has changed, the following forms and applicable payments are required:

1. [Closing Business Declaration Form](#)
2. [New Business License Application Form](#)

## CURRENT BUSINESS INFORMATION

**Business Name:** \_\_\_\_\_ **Business License #:** \_\_\_\_\_

### ADDRESS INFORMATION:

Business Location (moved to or within Berkeley)  
 PO Boxes are not allowed.

The Zoning Division in the Planning Department must approve your new business location. You may request an address change online at <https://aca.cityofberkeley.info/Community> and attach a copy of the approved zoning certificate.

	<b>Berkeley</b>	<b>CA</b>		
Street Address	<i>City</i>	<i>State</i>	<i>ZIP Code</i>	

**Mailing Address and/or Contact Information**

	<b>City</b>	<b>State</b>		
Street Address	<i>City</i>	<i>State</i>	<i>ZIP Code</i>	

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### BUSINESS NAME

New business name: \_\_\_\_\_

If the new business name or DBA is different from the owner's legal name, attach a copy of the Fictitious Business Name Statement from the County of Alameda. If the ownership type is a corporation or LLC/LP, the new name must be filed and updated with the State. The name on the business license will be updated after verification with the State.

### OWNERSHIP STRUCTURE

If ownership changed and the FEIN or SSN has not changed, fill out the section below. Include a signed letter on official company letterhead with the requestor's name, title, and contact information.

Current Owner(s) :	New Owner(s):

### OTHER CHANGES (provide details)

Providing false information on this form may result in the City pursuing civil and/or criminal penalties, in addition to penalties and interest that may be imposed for underpayment of business license tax under provisions of Berkeley Municipal Code 9.04.110, 9.04.115, and 9.04.120.

I declare under penalty of perjury that to the best of my knowledge all the information contained in this statement is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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