

# CHANGE OF ADDRESS OR CONTACT INFORMATION FORM



**CITY OF BATON ROUGE / PARISH OF EAST BATON ROUGE**

P.O. BOX 2590

BATON ROUGE, LA 70821

PHONE: (225) 389-3084

FAX: (225) 389-5369

Email: [FinRevInternetEmail@brla.gov](mailto:FinRevInternetEmail@brla.gov)

Please submit this form to notify this office of any changes in address or contact information. This form is only to be used by existing accounts with established account numbers. Applications for new businesses or additional business locations should use the Business Registration application on our website at [www.brla.gov/659/Taxes](http://www.brla.gov/659/Taxes). If the location address is being changed to a home address, you must also agree to the terms for a home based business and sign and return the form attached.

<b>Account Number</b>	_____
<b>Legal Name Of Business</b>	_____
<b>Trade Name Of Business</b>	_____
<b>OLD Physical Location</b>	_____ _____ _____
<b>NEW Physical Location (NOT a P.O. Box)</b>	_____ _____ _____
<b>OLD Mailing Address</b>	_____ _____ _____
<b>NEW Mailing Address</b>	_____ _____ _____

<b>OLD Business Telephone No.</b> (____)____ - ____	<b>NEW Business Telephone No.</b> (____)____ - ____
<b>OLD Contact Person:</b> _____	<b>NEW Contact Person:</b> _____
<b>OLD Contact Phone:</b> _____	<b>NEW Contact Phone:</b> _____
<b>OLD Contact Fax:</b> _____	<b>NEW Contact Fax:</b> _____
<b>OLD Contact E-mail:</b> _____	<b>NEW Contact E-mail:</b> _____

This will affirm that the statements made herein are true and correct to the best of my knowledge.

Signature of Preparer \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY- INDICATE ANY CHANGES NEEDED BELOW:**

LOCATION/DOMICILE (Circle One)			GROUP (Circle One)				
0001	City of BR / EBR SB	0006	City of Baker / EBR SB	0000	Not Assigned	0004	Hammond Aire
0002	EBR Parish/ EBR SB	0007	City of Central / Central SB	0001	Mall of Louisiana	0005	Downtown Development
0003	City of Baker / Baker SB	0008	EBR Parish / Central SB	0002	Cortana Mall	0008	Perkins Rowe
0004	City of Zach Zachary SB	0009	Outside EBR Parish	0003	Major Chem & Manuf	0009	Towne Center
0005	EBR Parish / Zachary SB	0010	Outside Louisiana				

**Account Changes Done By:** \_\_\_\_\_



## Department of Finance Revenue Division

City of Baton Rouge/Parish of East Baton Rouge

222 St. Louis Street Rm. #404

Baton Rouge, Louisiana 70802

Office: (225) 389-3084

Fax: (225) 389-5369

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### Home Based Business Guidelines

In order to legally operate a business from a residence, the following guidelines must be strictly followed:

- No signs shall be used
- Nothing shall be done to make the building appear in any way as anything other than a dwelling
- No business such as a shop or store shall be conducted upon the premises
- No one shall be employed from outside the resident family
- Mechanical equipment used shall be only that normally used in, or found in a single-family dwelling
- No customers shall conduct any business (including meetings) upon the premises

I understand and agree to comply with the above guidelines and all other applicable City-Parish laws and regulations regarding the operation of a business.

Business Name: \_\_\_\_\_ Account No: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Responsible Party

\_\_\_\_\_  
Signature of Responsible Party