



Business Relocation Checklist

If your business is relocating within California, make sure to update your contact information with the agencies listed below. There may be other agencies you should contact. Visit CalGold (www.calgold.ca.gov), the State's permit assistance tool, to find additional permit information for your business. For direct assistance, contact a Permit Assistance Specialist at 877-345-4633 or email support@go-biz.desk-mail.com.

COMPLETE

Submit **Form 8822-B** to the **US Internal Revenue Service (IRS)** to update your business mailing address, employer identification, tax registration filings and any other business tax returns.

US Internal Revenue Service
Phone: 800-829-4933

Change of Address Form (Form 8822 -B):
<https://www.irs.gov/pub/irs-pdf/f8822b.pdf>

Update your business mailing address with the **US Postal Service** to forward mail to your new business mailing location.

US Postal Service
Phone: 800-275-8777

Change of Address Form:
<https://moversguide.usps.com>

Submit a **Change of Address form** to the **CA Secretary of State's Office** to update your business entity information and registration filings.

CA Secretary of State's Office
Phone: 916-657-5448

Change of Address Form:
<http://www.sos.ca.gov/business-programs>

Submit **Form CDTFA-345-WEB** to the **CA Department of Tax and Fee Administration** to update business mailing address for your Sales and Use Permit.

CA Department of Tax and Fee Administration
Phone: 800-400-7115

Change of Address Form (CDTFA-345-WEB):
<https://www.cdtfa.ca.gov/formspubs/cdtfa345web.pdf>

Submit **Form 3533** to the **CA Franchise Tax Board** to update your business mailing address for income tax filings.

CA Franchise Tax Board
Phone: 800-852-5711

Change of Address Form (Form 3533):
Print and Mail:
https://www.ftb.ca.gov/forms/2017/17_3533.pdf

eFile: MYFTB Account:
https://www.ftb.ca.gov/online/Access_Your_Account/

If you are a registered employer, log into your UI Online account with the **CA Employment Development Department** to update changes in business name, address, or legal entity for payroll tax filings.

CA Employment Development Department
Phone: 800-300-5616

UI Online:
http://www.edd.ca.gov/unemployment/UI_Online.htm



Business Relocation Checklist

COMPLETE

- Update your business information for industry specific licenses and permits. Major licensing agencies are listed below. For information on other licensing requirements contact the appropriate State agency, department, board or commission.

Industry Specific Licensing

CA Department Consumer Affairs

DCA includes 36 regulating entities that establish qualifications and levels of competency for licensure.

Phone: 800-952-5210

Link:

http://www.dca.ca.gov/about_dca/entities.shtml

CA Department of Business Oversight

DBO licenses securities brokers and dealers, investment advisers, deferred deposit transactions and certain fiduciaries and lenders.

Phone: 866-275-2677

Link:

<http://www.dbo.ca.gov/Licensees/default.asp>

CA Department of Industrial Relations

DIR regulates and enforces laws relating to wages, hours, and conditions of employment.

Phone: 800-564-0771

DIR Link: <http://www.dir.ca.gov>

Division of Occupational Safety and Health (DOSH, also known as Cal/OSHA) Link:

<http://www.dir.ca.gov/dosh>

- Check in with the city or county where your business will be located and update business license information. Contact your county clerk's office to update fictitious business name filings.