

CITY OF LANSING
INCOME TAX OFFICE

L-6-IT

NOTICE OF CHANGE OR DISCONTINUANCE

| | |
|--------------------------------|----------------------------------|
| ACCOUNT NUMBER | CHANGES EFFECTIVE ON (Date) |
| CURRENT LEGAL NAME | CHANGE LEGAL NAME TO |
| DBA | CHANGE DBA TO |
| CURRENT LEGAL BUSINESS ADDRESS | CHANGE LEAGE BUSINESS ADDRESS TO |
| MAILING ADDRESS | CHANGE MAILING ADDRESS TO |

**Instructions: Place an "X" in all boxes that apply. Complete all information for that change.
Write any comments or explanation in back of form.**

- The Internal Revenue Service assigned us a Federal Employer Identification Number: _____
- Our Federal Employer Identification Number is wrong. The correct Number is: _____
- We have incorporated. Our Corporate Name is: _____
- Our new corporate Federal Employer Identification Number is: _____
- Discontinue our withholding tax registration:
 - We no longer have any business activity in the City of Lansing
 - We closed our business on: _____
 - We sold our entire business on: _____
We sold our business to:

 - We sold part of our business on: _____ Their FEIN is: _____

6. Address and phone number where we may be reached following discontinuance of business:

| | | | | | |
|----------------|----------------|------|-------|----------|-------|
| CONTACT PERSON | STREET ADDRESS | CITY | STATE | ZIP CODE | PHONE |
|----------------|----------------|------|-------|----------|-------|

7. Change in ownership. (Please explain on back)

8. Effective _____, we changed our fiscal year ending from _____ to _____
Month/Year Month Month

9. Other Changes (Please explain on back)

| | | | |
|-----------------------|--------------------------|---------------|-------------------------|
| SIGNATURE OF PREPARER | PRINTED NAME OF PREPARER | DATE PREPARED | PREPARER'S PHONE NUMBER |
|-----------------------|--------------------------|---------------|-------------------------|