Business Entity Address Change Request Form

- This form may be attached to an email to be sent to agentmail@doi.sc.gov.
- Please note that this form is not to be used if the resident state is changing to or from South Carolina.
- Digital signatures will not be accepted.
- It is only necessary to provide the information that is changing. If the field is not changing, it may be left blank.

Agency Name______________________________________________________________________________

Agency NPN__________________________ OR FEIN___________________________________________

Business Address (No PO Box) ________________________________________________________________

________________________________________________________________________________________

Mailing Address__________________________________________________________________________

________________________________________________________________________________________

Business Phone__________________________

Business Fax________________________________

Business Web Site__________________________________________

Business Email_____________________________________________________________________________

Signature _____________________________________________________________________________