

Taxpayer Address Change Notification Letter

Directions: Fill out the fields below to complete your address change notification letter. Once completed, you can print this page using your browser's print function (Ctrl+P or Cmd+P).

Date:

To:

Subject: Notification of Taxpayer Address Change

Taxpayer Information:

Taxpayer Full Name:

Social Security Number (SSN) / Individual Taxpayer Identification Number (ITIN):

Phone Number:

Email Address:

Dear Tax Administrator,

Please accept this letter as formal notification that my mailing address has changed. Please update your records to reflect my new address for all future correspondence, tax forms, and notifications.

Previous Address:

Street Address:

City, State, ZIP:

New Address (Effective Date:):

Street Address:

City, State, ZIP:

If you require any additional verification or have questions regarding this change, please contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

Signature:

Printed Name: