



**Business Entity Address Change Request Form**

- This form may be attached to an email to be sent to [agentmail@doi.sc.gov](mailto: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 \_\_\_\_\_

