NOTICE TO APPLICANTS

This form is used to update the business name or mailing address on an existing utility account or business license record, and may not be used to transfer utility services to a new tenant or property owner, transfer a business license or business license record to a new owner, change the physical address of a business, or update a Federal Employer Identification Number (FEIN) or North American Industry Classification System (NAICS) code. Applicants must provide a valid copy of State Registration or W9 form reflecting the updated business name and a copy of a current State Identification Card or Driver's License. Forms may be submitted by mail, email, or in person at City Hall.

OFFICE USE ONLY

Account Number: _____   Business License Number: _____

Date Received: _____   Date Processed: _____   Processed by: _____

Business Information

_____

Current Business Name   License Number

_____

Email   Phone

_____

Business Physical Address

Has the FEIN/Tax ID Number changed?   ☐ No   ☐ Yes

Has the main activity (NAICS Code) of the business changed?   ☐ No   ☐ Yes

Has the business owner changed?   ☐ No   ☐ Yes, _____
(date)

Has the physical location of the business changed?   ☐ No   ☐ Yes

If you answered Yes to any of these questions, a New Business License Application is required as business licenses are non-transferable.

Business Name Change (if applicable)

_____

New Business Name

Mailing Address Change (if applicable)

_____

New Mailing Address

Affidavit

In accordance with the Chapter 26 of the Code of Ordinances of the City of Pooler, Georgia, I the undersigned certify that I am the person duly authorized to make this application for the change of name or mailing address of this occupational tax certificate, alcohol license, utility account, or other permit in the City of Pooler. By signature below, I affirm that the information provided is true, correct, and complete.

Applicant Name	Applicant Signature	Date