



EMPLOYER REPORT OF CHANGE TO ACCOUNT

Tired of paperwork? We can help! Make Changes to your Unemployment Insurance tax account online. It's fast, easy, accurate, and secure! Visit SUITS, DEW's online tax system at <https://uitax.dew.sc.gov>. For instructions on how to use SUITS, please visit <https://dew.sc.gov/suits>.

SECTION A: EMPLOYER INFORMATION

Business Name: _____ DEW Account Number: _____ FEIN: _____

SECTION B: CHANGES TO ACCOUNT

Effective Date of Changes being made _____ / _____ / _____

1. **Add/Remove Owner/Officer** (Individual changes within the organization that **DO NOT** change the entity.).

<u>Name</u>	<u>SSN</u>	<u>Title</u>	<u>Ownership %</u>	<u>Home Address</u>	<u>ADD or REMOVE</u>
					<input type="checkbox"/> Add <input type="checkbox"/> Remove
					<input type="checkbox"/> Add <input type="checkbox"/> Remove
					<input type="checkbox"/> Add <input type="checkbox"/> Remove

2. **Change of Physical Location.**

Storefront/Physical Location

Job/Construction Site

Employee Residence

(Location Address)

(City)

(State)

(Zip Code)

3. **Change in Tax Mailing Address.**

(Address or PO Box)

(City)

(State)

(Zip Code)

4. **Change in Benefits Mailing Address.**

(Address or PO Box)

(City)

(State)

(Zip Code)

5. **Change in Legal Business Name to:** _____

Please attach the documents filed with the Secretary of State verifying

6. **Business in South Carolina continues in operation without employment.**

7. **Business in South Carolina suspended or entirely discontinued without successor.**

8. **Business in South Carolina acquired by successor (If Yes, please complete [Form ETS-700, Notification of Business Acquisition/Merger or Purchase/Sale](#))**

IMPORTANT, If you checked line 5 through 8, you must provide a sufficient explanation below and/or complete the additional form for us to process the request.

I certify that the information entered on this form is true and accurate, and that I am authorized by the named employing unit to complete this report. (in order for this form to be processed, the signatory must be on file with dew as a business owner, officer, partner or agent duly authorized to act on behalf of this employer.)

Signature of owner, partner, member or executive officer

Title

Print name of above signature

Date

Telephone number

Email