



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>.

EMPLOYER INFORMATION

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

CHANGES TO ACCOUNT

Effective Date of Changes being made (mm/dd/yyyy): _____

1. **Add/Remove Owner/Officer** (Individual changes within the organization which 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 Mailing Address.**

(Address or PO Box)

(City)

(State)

(Zip Code)

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

Please attach the documents filed with the Secretary of State verifying change.

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

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

7. **Business in South Carolina acquired by successor.**

If you checked 5 through 7, please explain below:

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.)

Name (*Print*) _____ Title _____

Signature _____ Date _____ Phone No. _____

Please mail the completed form to:

SCDEW
Document Control
PO Box 995
Columbia, SC 29202