



Division of Motorist Services
Bureau of Commercial Vehicle and Driver Services

ADDRESS CHANGE FORM

(For IRP/IFTA Established Place of Business, Residence, or Mailing Address)

Account Holder (Registrant/Licensee) Name: \_\_\_\_\_

IRP Account #: \_\_\_\_\_ IFTA Account #: \_\_\_\_\_

Account Holder Email Address: \_\_\_\_\_

Old Physical Address: \_\_\_\_\_

City State Zip

New Physical Address: \_\_\_\_\_

City State Zip

Select One for New Physical Address: [ ] Established Place of Business [ ] Residence

NOTE: CHANGING PHYSICAL ADDRESS ON FILE REQUIRES SUPPORTING DOCUMENTATION. REQUESTS MUST BE SUBMITTED BY MAIL. (SEE INSTRUCTIONS ON REVERSE SIDE OF THIS FORM) UPDATED CAB CARD(S) WILL BE SENT TO THE EMAIL ADDRESS ENTERED ABOVE. MAILING FEE WILL APPLY FOR ANY HARD COPIES.

Old Mailing Address: \_\_\_\_\_

City State Zip

New Mailing Address: \_\_\_\_\_

City State Zip

Select One for New Mailing Address: [ ] Registrant/Licensee [ ] Authorized Agent

NOTE: MAILING ADDRESS CHANGES (ONLY) MAY BE EMAILED TO CVDSSubmit@flhsmv.gov.

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor is:

- [ ] Registrant/Licensee [ ] Company Officer (SUNBIZ REGISTRATION REQUIRED) [ ] Authorized Agent (POWER OF ATTORNEY REQUIRED)

## INSTRUCTIONS FOR UPDATING THE PHYSICAL ADDRESS CURRENTLY ON FILE

Complete and sign Form 85041 (reverse side); make payment for each vehicle requiring a new cab card; and submit three proofs of the new physical address from the applicable list below.

Each document must display **registrant's name** (the individual or the business, if applicable) and the **new physical address**. All three documents must be from the same list. Legible copies are accepted.

Note: If the registrant is a business, the Florida business address will be used for registration purposes only if it meets all the requirements of an "established place of business" as defined by the International Registration Plan (Article II, Definitions). Otherwise, the Florida residential address of the principal business owner must be verified and will be used as the physical address for registration purposes.

### **Established Place of Business in Florida**

1. Required: Copy of an employer form filed with the IRS (e.g., Forms W-2, W-3, or 941) proving business has at least one employee. Document must have business FEIN but social security numbers should be redacted. **In addition, any two of the following:**
2. Document on Florida Department of State, Division of Corporations letterhead addressed to the business. (Information copied from the SunBiz website is not acceptable).
3. Receipt issued by FL Department of Revenue for prior year filing/payment of corporate or payroll taxes.
4. Business or occupational license issued by a Florida municipality or county (not for virtual office space or shared business services staffed by non-employees).
5. Property tax assessment issued to the business for the most current tax quarter or year.
6. Utility bill (electric, gas, water, cable, telephone) issued to the business within the last 90 days. Different bills may serve as separate proofs if issued by different utility providers.
7. Bank statement issued to the business within the last 90 days.
8. Lease agreement for the commercial property occupied by the business.

***If registrant does not have or is not an Established Place of Business in Florida (as defined by IRP), the registrant (individual or principal owner of the business) must demonstrate Florida residency:***

### **Residence in Florida**

1. **Required:** Registrant's (unexpired) Florida driver's license or Florida identification card.
2. IRS receipt for filing/paying personal federal income taxes for most current tax year.
3. Bank statement issued to the registrant within last 90 days.
4. Utility bill (electric, gas, water, cable, telephone) issued to the business within the last 90 days. Different bills may serve as separate proofs if issued by different utility providers.
5. Real estate or property tax bill issued to the registrant in the most current tax year.
6. The registrant's Florida vehicle title or Florida vehicle registration for a vehicle titled in Florida.
7. Tenant lease agreement for an apartment or other residential property or affidavit from property owner if there is no formal lease agreement.