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## SOUTH CAROLINA

## DEPARTMENT OF EMPLOYMENT AND WORKFORCE

PO Box 995, Columbia, SC 29202 866-831-1724 <u>www.dew.sc.gov</u>

## EMPLOYER REPORT OF CHANGE TO ACCOUNT

Email to: documentcontrol@dew.sc.gov Fax: 803-737-2659

Tired of paperwork? 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.) **Home Address ADD or REMOVE** Name SSN Title Ownership % Add Remove Add Remove ∏Add Remove Add Contact (NOT Owner/Officer) Name **Work Address** Phone Email Send Link 3. Change of Address, check all that Apply: ☐ Physical Location ☐ Mailing □ Legal □ Tax □ Benefit ☐ Contact ☐ Refund ☐ Collection **Address** City State ZIP County ☐ Physical Location □ Mailing □ Legal □ Tax □ Benefit ☐ Contact ☐ Refund ☐ Collection Address City State ZIP County Attach Secretary of State document. 5. Business in SC suspended or entirely discontinued without successor. Final date of payroll: \_ 7. 

Business in South Carolina sold, change in FEIN, or change in legal entity, provide the following: Purchaser or successor business name: Purchaser, successor, or new business FEIN: \_\_\_\_\_ Date of transfer/change: \_\_\_\_\_ Additional details: 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 Phone Email

Title

Date