

Account Update Form

(For businesses with an existing account only)

City of Portland Business License Tax
 Multnomah County Business Income Tax
 Metro Supportive Housing Services Business Income Tax



QR code for official use only

Entity changes generally require the Revenue Division to set up a new account. Please complete a new [business registration form](#) and reference your existing business tax account #.

You can update your account online at Portland Revenue Online (PRO). Log in at [Pro.Portland.gov](#). To set up a PRO account, use the "Create a PRO username" link.

Business Tax Account #

Date of Change (MM/DD/YYYY)

	Account Information	New Information	Add/Change Account Info
Business Name			<i>New info will change old business name</i>
Location Address (physical location)	Address (including number, street, & apt./suite #)	Address (including number, street, & apt./suite #)	Add Location <input type="checkbox"/>
	City State/Prov ZIP	City State/Prov ZIP	Change Location <input type="checkbox"/>
Mailing Address	Address <input type="checkbox"/> same as location	Address <input type="checkbox"/> same as location	<i>New info will change old mailing address</i>
	City State/Prov ZIP	City State/Prov ZIP	
Tax ID: FEIN or SSN			Add Tax ID <input type="checkbox"/>
Owner(s)	<i>If ownership change results in a different tax entity, a new registration is required</i>		Add Owner(s) <input type="checkbox"/> Change Owner(s) <input type="checkbox"/>
DBA(s)			Add DBA(s) <input type="checkbox"/> Change DBA(s) <input type="checkbox"/>
Email Address			<i>Changes made to email, FAX, and/or contact name/phone will replace old info</i>
FAX Number			
Contact Name			
Contact Phone			

I declare that the information on this form is true and that I am authorized to act as a representative of the filer.

Printed Name: _____ Date: _____

Signature: _____ Telephone: _____

Mail or Fax completed form to:

City of Portland Revenue Division, 111 SW Columbia St., Suite 600 Portland, OR 97201-5840
 Fax: 503-823-5192