

OHIO DEPARTMENT OF TAXATION
Request for Transfer of Vendor's License

ST3-TL
 Rev. 9/00

VENDOR'S LICENSE NUMBER

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Dear Vendor:

If you have an existing place of business and are moving to a new location **WITHIN THE SAME COUNTY**, please provide the Vendor's License Number, Employer Identification Number, Social Security Number, and/or Charter Number. Please also provide the "Old Business Location Address", "New Business Location Address" and "Effective Date of Transfer of Vendor's License." Once this form has been completed, please mail to the address listed below. After it has been verified that the "New Business Location" is within the same county, a "Transfer Vendor's License" with the new address will be mailed to you. If you hold a liquor permit or are moving your business to a fixed location in another county, please see reverse side for further instructions.

Submit only if transfer of Vendor's License is being requested.

<p>EMPLOYER IDENTIFICATION NUMBER</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>SOCIAL SECURITY NUMBER</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>OHIO CHARTER OR FOREIGN LICENSE NUMBER</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																																							<p>New Business Location:</p> <p>Name</p> <hr/> <p>DBA</p> <hr/> <p>Address</p> <hr/> <p>City, State, Zip Code</p> <hr/>
<p>Old Business Location:</p> <p>Name</p> <hr/> <p>Address</p> <hr/> <p>City, State, Zip Code</p> <hr/>	<p>Effective date of transfer of Vendor's License:</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>Send business location corrections to: Ohio Department of Taxation, Taxpayer Services Division, PO Box 182215, Columbus, OH 43218-2215</p>																																																						

See reverse side for instructions.

INSTRUCTIONS

If you have an existing fixed place of business and are moving to a new location **not within the same county, you must cancel your vendors license**, and obtain a new vendor's license from the County Auditor where your **new** place of business will be located. To cancel your vendor's license, you must file a final sales tax return (Form ST 10) and you must indicate your last day of business in the boxes provided on the return.

If you hold a permit issued by the Division of Liquor Control, the vendor's license and permit must have the identical name and be for the identical address as shown on the permit. If you move to a new location within the same county, **you must contact the Division of Liquor control to have the permit transferred to the new location address**. The Department of Taxation will not issue a Transfer License until we have been notified by the Division of Liquor Control that the permit has been transferred.

NOTE: This form should be used to request a "Transfer of Vendor's License" ONLY. For all other changes, please use Form ST 3-C.