

## General Information for ST3 TL

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 vendor's license** and obtain a new vendor's license from the county auditor where your **new** place of business will be located or apply online at Ohio Business Gateway ([obg.ohio.gov](http://obg.ohio.gov)). To cancel your vendor's license, you must file a final sales tax return and you must indicate your last day of business.

If you hold a permit issued by the Ohio Department of Commerce, 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 Ohio Department of Commerce, 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 Ohio Department of Commerce, 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 3C.**

*Please detach here - DO NOT USE PENCIL to complete this form.*



Vendor's License Number

**ST 3TL**  
Rev. 11/05

*This form only applies to vendors with license numbers beginning with 01-88.*

### Request for Transfer of Vendor's License

Dear Vendor:

If you have an existing place of business and are moving to a new location **WITHIN THE SAME COUNTY**, please complete the area under "New business location" and the "Effective date of transfer of vendor's license." Also, verify that the vendor's license number, employer identification number, social security number and/or charter number is correct. If any of this information is incorrect or missing, please provide the correct information. Once this form has been completed, please mail to the address listed below. After it has been verified that the "new location address" 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 additional information.

**Submit only if transfer of vendor's license is being requested.**

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 2px;">Employer Identification Number</td> <td style="width: 50%; border: 1px solid black; padding: 2px;">Social Security Number</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="2" style="border: 1px solid black; padding: 2px; text-align: center;">Ohio Charter or License Number</td> </tr> <tr> <td colspan="2" style="height: 20px;"></td> </tr> </table>	Employer Identification Number	Social Security Number			Ohio Charter or License Number				<p><b>New business location:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; padding: 2px;">Name</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">DBA</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">Address</td></tr> <tr><td style="border: 1px solid black; padding: 2px;">City, state, ZIP code</td></tr> </table> <p style="text-align: center;">Effective date of transfer of vendor's license:</p> <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <span style="font-size: 2em; font-family: monospace;">MM/DD/YYYY</span> </div> <p>Send business location corrections to: Ohio Department of Taxation, Taxpayer Support Unit, P.O. Box 182215, Columbus, OH 43218-2215 • FAX (614) 466-8892</p>	Name	DBA	Address	City, state, ZIP code
Employer Identification Number	Social Security Number												
Ohio Charter or License Number													
Name													
DBA													
Address													
City, state, ZIP code													
<p><b>Old business location:</b></p> <div style="border: 1px solid black; height: 100px;"></div>													