

**Did you know?** You can log into GovConnectIowa to change your individual income account address online. Find the link and additional information at [revenue.iowa.gov](https://revenue.iowa.gov). Otherwise, complete this form and either mail or fax it to the Department. If any information is incomplete or illegible, the form will be returned.

**1. Taxpayer Information:** Complete this section to change your mailing address. A social security number (SSN) or individual taxpayer identification number (ITIN if you do not have a SSN) is required.

Your name as shown on return (last, first, middle initial): \_\_\_\_\_

Your SSN or ITIN: \_\_\_\_\_

Spouse's name as shown on return (last, first, middle initial): \_\_\_\_\_

Spouse's SSN or ITIN: \_\_\_\_\_

Your prior name(s). See instructions: \_\_\_\_\_

Spouse's prior name(s). See instructions: \_\_\_\_\_

Your old mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Your new mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Check here if your last return was a joint return and you are now establishing a residence separate from the spouse with whom you filed that return. See instructions regarding refunds and correspondence.

**2. Signature**

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this form, and, to the best of my knowledge and belief, it is true, correct, and complete. I declare that I am authorized to act on behalf of the taxpayer, and will only act within my authority.

Signature must be signed by hand or via a digital signature with a digital certificate. Stamped or typed signatures are not accepted.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

If joint return, spouse's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

**Submit** by mail to Registration Services, Iowa Department of Revenue, PO Box 10470, Des Moines IA 50306-0470, or FAX to 515-281-3906.

The integrity and security of sending personal information via fax cannot be guaranteed. By submitting this form via fax, you agree to hold the Department harmless if a fax results in third party access to the information.



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## Iowa Change of Address Instructions

**Did you know?** You can submit this form online. Visit [govconnect.iowa.gov](https://govconnect.iowa.gov) to get started.

### Purpose of this form

Use this form to notify the Iowa Department of Revenue if you changed your mailing address.

Addresses are updated at the time of tax return processing. If the address reported on the tax return differs from what was previously on record with the Department, the address will automatically update when the new return is filed. It is only necessary to complete this form if you want to update your address before your next filing.

It may take approximately three weeks to process this form.

Changing both home and business addresses? Use the Iowa Business Tax Change form (92-033) to change your business address.

### Instructions for Specific Fields

#### Prior name(s)

If you or your spouse changed your name because of marriage, divorce, etc., complete this line.

#### Addresses

Include any apartment, room, or suite number in the space provided. Enter your P.O. Box number instead of your street address only if your post office does not deliver mail to your street address.

Foreign Address: Include the foreign country name, province/county, and the foreign postal code. Follow the country's practice for entering the postal code. Please do not abbreviate the country.

#### Signature

The taxpayer, or an authorized representative must sign. If your last return was a joint return, your spouse must also sign (unless you have indicated by checking the box on page 1 that you are establishing a separate residence).

If you are a representative signing on behalf of the taxpayer, you must include a copy of the IA 2848 Iowa Department of Revenue Power of Attorney (14-101), if not already on file. The Department will not complete an address change from an unauthorized third party.

Signature must be signed by hand or via a digital signature with a digital certificate. Stamped or typed signatures are not accepted.

### Refunds

Refunds will always be mailed to the address of record for the primary taxpayer listed on a tax return. If you are the primary taxpayer listed on a joint tax return and change your address prior to refunds going out, your refund will go to the updated address.

If the refund is returned as undeliverable within 6 months of the issue date, the change of address form must be submitted for the Department to re-mail the refund to a new address. If more than 6 months have passed from the issue date and the refund is returned as undeliverable, you are required to submit the Affidavit and Agreement for Reissuance of Warrant form (06-191) to request a new refund be issued.

### Other Correspondence

Any correspondence related to a taxpayer account will be mailed to the address for the primary taxpayer if both the taxpayer and the primary taxpayer's spouse reside at the same address.

If the primary taxpayer and spouse reside at different addresses, then correspondence will be mailed to both the address of the primary taxpayer and the spouse.

### Change of Child's Address

If this change also affects the mailing address for your children who filed income tax returns, complete and file a separate Change of Address form for each child. If you are filing a return for a minor child who cannot sign the return, sign the child's name followed by the word "by" (your signature), followed by your relationship, such as "parent" or "guardian for minor child".