



STATE OF RHODE ISLAND
Rhode Island Department of Labor and Training
EMPLOYER TAX DIVISION
1511 Pontiac Avenue, Cranston, RI 02920
Telephone: (401) 574-8700, option 1

Update Employer Account Information

Please do NOT include third party address

To update your Employer Tax account information, please complete the following:

Date: _____

Employer Name: _____ RI Employer Registration: _____

Employer Physical Address: _____

City: _____ State: _____ Zip: _____

Employer Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: _____

Email Address for company representative for payroll records: _____

Email Address for Principal Entity (president, owner, CEO, partner): _____

Name of Person requesting change: _____ Title: _____

Signature: _____

Fax to (401) 574-8940 or mail to address at the top of this form.

1511 Pontiac Avenue, Cranston, RI 02920-0942
Tel.: (401) 574-8700 | Fax: (401) 574-8940 | TTY Relay via 711
<https://dlt.ri.gov/employers/employer-tax-unit>