

## Change Your Business Address □

Every agency/partner maintains one or more addresses for a business. In most cases, the address must be changed by submitting a document/form. There is no one comprehensive online change of address form with state government at this time - you will need to file a change of address form with each agency.

### Secretary of State

The agent name and address are maintained by the Secretary of State. They do not maintain the address of the business.

To change the name or address of the agent online through SCBOS:

Notice of Change of Registered Office and/or Registered Agent - Domestic & Foreign Corporations - \$2/\$10

Notice of Change of Designated Office, Agent for Service of Process, or Address of Agent - Domestic & Foreign LLC's-\$10

Notice of Change of Registered Office or Registered Agent or Both - Domestic & Foreign Non-Profit Corporations- \$10

Address changes for these and other entity types can be filed using paper forms that can be obtained by going to the [SOS website](#). The cost is the same.

### Department of Revenue

The Department of Revenue (DOR) often maintains a physical address, mailing address and records address for each DOR License/Permit/Registration. Licenses/Permits/Registrations are often required for each business location.

To change an address, complete paper form **SC-8822**. This form can be found at [www.dor.sc.gov](http://www.dor.sc.gov).

### South Carolina Business One Stop (SCBOS)

SCBOS maintains the physical addresses that were originally submitted to DOR. It houses only archived information as far as businesses are concerned and the address will not reflect current information. If your address is incorrect in a specific filing, you will need to contact that agency to make the correction as SCBOS does not maintain an address database.

### Department of Employment and Workforce

The Department of Employment and Workforce maintains the physical, mailing, and records address of the general business. To change a business's name or various addresses complete paper form [UCE-101-S](#). Send this form to:

South Carolina Department of Employment and Workforce  
P.O. Box 995  
Columbia, SC 29202

An employer can also access the agency's [online application to report a change of address](#). You must have an SCDEW four digit PIN to use this application. You may now obtain a PIN through

SCBOS by starting a SCDEW workflow.

### **Department of Consumer Affairs**

The Department of Consumer Affairs maintains the mailing address of the general business (business headquarters) and the physical address of each of the locations where registrations are required, for example, locations requiring Consumer Credit Grantor Notifications and Maximum Rate Filings.

If the mailing address of the general business location has changed, write a letter to the Department of Consumer Affairs, preferably on the business letterhead, indicating the current and changed mailing address and effective date of change.

This letter may either be mailed to:

South Carolina Department of Consumer Affairs

P.O. Box 5246

ATTN: Registered Creditors

Columbia, SC, 29250

Or faxed to (803) 734-4299, Attn: Legal Section.

If the physical address has changed for a location already registered, you can change the address online at SCBOS at the time of license renewal.

### **Other**

Some counties and cities require a local business license. If you have a local business license contact the county or city regarding their procedure for changing an address.

You may also have Licenses, Permits, and Registrations with other agencies/partners. If this is the case, contact the agencies and partners regarding their procedure for changing an address.