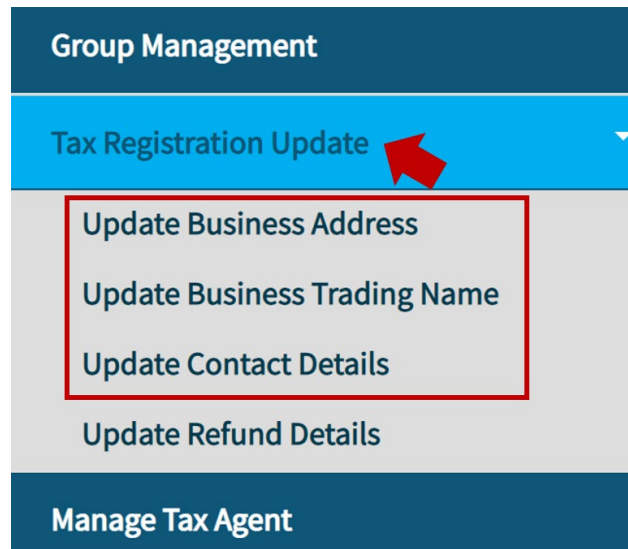


Update Business Details

Use this process to update the business' registered details with the ACT Revenue Office, such as address, trading name and contact person details.

From the Main Menu, select 'Tax Registration Update', then choose the required request form.



The screenshot shows a navigation menu with the following items:

- Group Management
- Tax Registration Update (highlighted with a red arrow)
- Update Business Address (highlighted with a red box)
- Update Business Trading Name
- Update Contact Details
- Update Refund Details
- Manage Tax Agent

In the request form, the business' current registered details will be displayed. Update the details as required.

Request Details

Business Address

Country *	<input type="text" value="Australia"/>
Address *	<input type="text" value="1 Main Street"/>
Suburb / City *	<input type="text" value="Canberra"/>
Territory / State *	<input type="text" value="Australian Capital Territory"/>
Postcode *	<input type="text" value="2600"/>

Postal Address * Same as Business Address

Address where Business Records are located (Jurisdiction) * Same as Business Address

Then click **Next**.

Review details, tick the declaration checkbox and click **Submit**.

Declaration	
First Name	Georgie
Last Name	Clark
Organisation	Maxi's Treats
Position	White Water Rafting Guide
Contact Phone	04 2222 2222
Email Address	
<input checked="" type="checkbox"/> I declare that this information is true and correct to the best of my knowledge.	

Privacy Notice
The Commissioner and staff at the ACT Revenue Office are dedicated to protecting your personal information and informing you of how we collect, hold, use and disclose it. The information we collect helps us determine whether you have a tax liability, or an entitlement for a grant, exemption or concession; or to ensure the efficient lodgement and refunding of rental bonds. It may be disclosed to third parties with your consent, or as permitted by law. Our privacy policy is available on our website. It explains how we manage information, how you can access and correct your personal information and our process for handling complaints.

Once successfully submitted, the details will be immediately updated and a copy of the submitted request form can also be viewed in the **Activity History**.