



**FORM  
109-I**

**MARYLAND CHANGE OF NAME AND/OR ADDRESS  
FOR INDIVIDUALS**

Check all that apply and type or print your information in the fields below.  
Enter both your name and address information, even if you are only changing one of these items.

Name change       Spouse name change       Change of address

\_\_\_\_\_  
Prior First Name      Initial      Prior Last Name      Social Security Number

\_\_\_\_\_  
New First Name      Initial      New Last Name

\_\_\_\_\_  
Spouse Prior First Name      Initial      Spouse Prior Last Name      Social Security Number

\_\_\_\_\_  
Spouse New First Name      Initial      Spouse New Last Name

**PRIOR ADDRESS**

\_\_\_\_\_  
Prior Mailing Address - Line 1

\_\_\_\_\_  
Prior Mailing Address - Line 2 (PO Box, Apt. No., Suite No.)

\_\_\_\_\_  
City or Town      State      Zip Code

\_\_\_\_\_  
Telephone Number      Fax Number      Email Address

**NEW ADDRESS**

\_\_\_\_\_  
Current Mailing Address - Line 1

\_\_\_\_\_  
Current Mailing Address - Line 2 (PO Box, Apt. No., Suite No.)

\_\_\_\_\_  
City or Town      State      Zip Code

\_\_\_\_\_  
Telephone Number      Fax Number      Email Address

Please update my address/name(s) per the information above. I certify that the foregoing information is true, correct and accurate to the best of my knowledge.

\_\_\_\_\_  
Print Name      Signature      Date



**General Information**

You can use Form 109-I to notify the Comptroller of Maryland that you have changed your home mailing address or your legal name. If you have changed both your home and business mailing addresses, submit Form 109-I along with Form 109-B.

**Filling out Form 109-I**

Check boxes: check all boxes that apply. To report a legal name change, attach a certified copy of the court order or marriage certificate for each individual reporting a change.

- Print using blue or black ink only.
- Enter PRIOR address information in the first section; enter NEW address in the second section.
- Be sure to include any apartment, room, or suite number information using the common designators as shown below

**Common Designators**

The most common unit designators are:

<b>Full Word</b>	<b>Designator</b>
Apartment	APT
Building	BLDG
Floor	FL
Suite	STE
Unit	UNIT
Room	RM
Department	DEPT

- Only enter P.O. Box information if your post office does not deliver mail to your street address.
- Do not use “#” signs or other special characters, except the dash in the “ZIP code” field when a 9-digit ZIP is used.
- Remember to sign and date the form prior to submission.

**For more information**

Visit our web site at [marylandcomptroller.gov](http://marylandcomptroller.gov) or call Taxpayer Service at 410-260-7980 in Central Maryland or 1-800-638-2937 from elsewhere. For the hearing impaired: Maryland Relay Service 711.

**Mail to:**

**Comptroller of Maryland  
Revenue Administration Division  
Taxpayer Identification  
110 Carroll Street  
Annapolis MD 21411-0001**