

2016 Instructions for Form FTB 3533

Change of Address for Individuals

General Information

For purposes of California income tax, references to a spouse, husband, or wife also refer to a California registered domestic partner (RDP), unless otherwise specified. When we use the initials RDP they refer to both a California registered domestic “partner” and a California registered domestic “partnership,” as applicable. For more information on RDPs, get FTB Pub. 737, Tax Information for Registered Domestic Partners.

Purpose

Use form FTB 3533, Change of Address for Individuals, to change your mailing address. Only the changes to your mailing address will be used for future correspondence. Generally, complete only one form FTB 3533 to change your mailing address. If this change also affects the mailing address for your children who filed separate tax returns, complete a separate form FTB 3533 for each child. If you are a representative filing for the taxpayer, go to ftb.ca.gov and search for **poa**.

You may also go to ftb.ca.gov and search for **myftb account** call 800.852.5711 to change your address. If you change your address online or by phone, you do not need to file this form.

Who Must File

Complete only if you file any of the following individual income tax returns: Forms 540, 540 2EZ, or the Long or Short Form 540NR.

Name and Address

Enter the first name(s), middle initial(s), last name(s), social security number(s) (SSN) or individual taxpayer identification number(s) (ITIN), and address in the spaces provided.

Use the Suffix field for generational name suffixes such as “SR”, “JR”, “III”, “IV”. Do not enter academic, professional, or honorary suffixes.

Prior Name(s)

If you or your spouse/RDP changed your name because of marriage, divorce, etc., enter the prior last name **only** in the “Prior name(s)” field.

Additional Information

Use the Additional Information field for “In-Care-Of” name or other supplemental address information only.

PO Box

If your post office does not deliver mail to your street address, show your PO box number instead of your street address.

Foreign Address

If you have a foreign address, follow the country’s practice for entering the city, county, province, state, country, and postal code, as applicable, in the appropriate boxes. Do not abbreviate the country name.

Signature

You must sign in the space provided. If your spouse/RDP is also requesting a change of address, they must sign in the space provided.

Where to File

Mail this form to:

**FRANCHISE TAX BOARD
PO BOX 942840
SACRAMENTO CA 94240-0002**

If you moved after you filed your tax return and you are expecting a refund, notify the post office serving your old address to assist in forwarding your check to the new address.