



HOLD ON... Before you pick up the phone

Did you move or change employers during the tax year?

If so, you can update your account without calling Keystone.
Simply fill in this form and send or upload to Keystone along with your W2(s).

Upload at Pay.KeystoneCollects.com, forward via fax to 724-978-2871
or mail to Keystone Collections Group, PO Box 499, Irwin, PA 15642

Taxpayer 1 Name: _____ **Account Number:** _____

Phone Number: _____ **Invoice Number:** _____

If you moved during any of the tax years listed on your notice, provide the information requested below. If you moved multiple times within the same year, list all.

	Dates living at each address	Address	City	State	Zip
1	/ / to / /				
2	/ / to / /				
3	/ / to / /				

If you changed employers during any of the tax years listed on the notice, provide the information requested below. If you changed employers multiple times within the same year, list all.

	Dates worked at each employer	Employer name
1	/ / to / /	
2	/ / to / /	
3	/ / to / /	

Taxpayer 2 Name: _____ **Account Number:** _____

Phone Number: _____ **Invoice Number:** _____

If you moved during any of the tax years listed on your notice, provide the information requested below. If you moved multiple times within the same year, list all.

	Dates living at each address	Address	City	State	Zip
1	/ / to / /				
2	/ / to / /				
3	/ / to / /				

If you changed employers during any of the tax years listed on the notice, provide the information requested below. If you changed employers multiple times within the same year, list all.

	Dates worked at each employer	Employer name
1	/ / to / /	
2	/ / to / /	
3	/ / to / /	

