



CHANGE ACCOUNT DOING BUSINESS AS (DBA) NAME

Department of Revenue User Guide



KENTUCKY DEPARTMENT OF
REVENUE

**TEAM
KENTUCKY®**
FINANCE AND
ADMINISTRATION CABINET

This guide provides step-by-step instructions for changing your account Doing Business As (DBA) name. The guide walks users through the full process, from navigating the dashboard to changing your DBA, ensuring easy submission. It applies to MyTaxes Users who have already created a MyTaxes username and signed in at MyTaxes.ky.gov.

Disclaimer: The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all statutes. Information in this presentation is believed to be accurate as of the date of publication. In the event that any information in this manual is later determined to be in error, this manual cannot be used by taxpayers in supporting a specific position or issue before the Department of Revenue, as it does not constitute statutory or regulatory authority.

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Changing Your Account DBA Name

Use the steps below to change your DBA name in the MyTaxes portal.

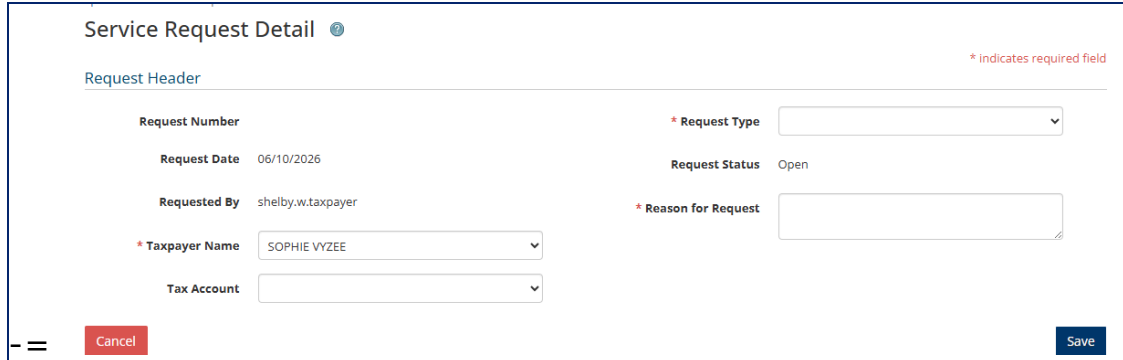
Note: DBAs are at the Account or Location Level only, not the Entity level.

1. From the *account* homepage, select **Requests**, then **New Service Requests**.



The screenshot shows the KY Taxpayer Portal interface. At the top, the header reads "KY TAXPAYER PORTAL" with the subtitle "from the Kentucky Department of Revenue". Below the header is a navigation bar with links: Home, Profile, Account, Transactions, Messages, Requests, Help, and FAQ. The "Requests" link is highlighted. Below the navigation bar, there is a section titled "Tax Accounts" with a table of accounts. To the right of the "Tax Accounts" section, there are two buttons: "Manage Service Requests" and "New Service Request".

2. On the *Service Request Detail* page, select a **tax account**, then **request type**.



The screenshot shows the "Service Request Detail" page. The "Request Header" section contains the following fields:

- Request Number
- Request Date: 06/10/2026
- Requested By: shelby.w.taxpayer
- * Taxpayer Name: SOPHIE VYZEE (dropdown menu)
- Tax Account: (dropdown menu)
- * Request Type: (dropdown menu)
- Request Status: Open
- * Reason for Request: (text area)

At the bottom left, there is a "Cancel" button. At the bottom right, there is a "Save" button. A red asterisk indicates required fields.

3. On the right of the *Service Request Detail* Page, use the drop-down tool to select **Change Account DBA Name**.

* Request Type	
Request Status	CHANGE ACCOUNT DBA NAME
* Reason for Request	CHANGE FILING FREQUENCY - EMPLOYER'S WITHHOLDING TAX CHANGE FILING FREQUENCY - SALES AND USE TAX CHANGE LEGAL BUSINESS NAME CHANGE TAXING ELECTION CLOSE ACCOUNT - BUSINESS SOLD CLOSE ACCOUNT - MERGE OUT OF EXISTENCE CLOSE ACCOUNT - OTHER CLOSE BUSINESS LETTER OF GOOD STANDING/TAX STATUS REQUEST

4. Below **Request Type** you will find **Reason for Request**. To continue this process please fill out the following box before continuing to the **Request Details** section.

* Request Type	CHANGE ACCOUNT DBA NAME
Request Status	Open
* Reason for Request	

5. Below the *Service Request Detail* page, there will be a *Request Details* section, select any if applicable, then change the **Doing Business As (DBA) Name**.

Each Account or Location may only have one DBA.

Request Details

☐ Employer's Withholding Tax

☐ Consumer's Use Tax

☐ Motor Vehicle Tire Fee

☐ Utility Gross Receipts License Tax

☐ Coal Severance and Processing Tax

☐ Commercial Mobile Radio Service (CMRS) Prepaid Service Charge Account

☐ Sales and Use Tax

☐ Tobacco

☐ Transient Room Tax

☐ Telecommunications Tax

☐ Corporation Income Tax-Limited Liability Entity

☐ Pass-Through Non-Resident Withholding

☐ Insurance Premium

☐ Insurance Surcharge

☐ Healthcare Provider

☐ Healthcare Ground Ambulance

☐ Sports Wagering

☐ Electric Vehicle Power

☐ Rental Rideshare

* Doing Business As (DBA) Name: New Name

6. Once complete, attach any documents as applicable, then select **Save** to submit your request.

Attachments

Maximum File Size: 2MB
Total number of files uploaded cannot be greater than: 5
Allowable file types are: pdf, .jpeg, .jpg, .gif, .png, .xlsx, .xls, .doc, .docx, .csv, .xml, .zip, .txt

[+ Add Files...](#) [Start Upload](#) [Cancel Upload](#) [Delete](#) ☐

[Cancel](#) [Save](#)

7. You will be redirected to the *Manage Service Requests* page to confirm your service request was submitted.

Your new service request has been submitted successfully. Confirmation# 199455

Manage Service Requests

View or modify existing service requests.

* indicates required field

* Taxpayer Name Tax Account Case Status

[Filter](#) [Clear](#)

Request Date	Reason for Request	Type	Status	Taxpayer Name	Tax Account	Requested By
06/10/2026	n/a	CHANGE FILING FREQUENCY - EMPLOYER'S WITHHOLDING TAX	OPEN	SOPHIE VY ZEE	Kentucky Employer's Withholding Tax/WITHHOLDING FILING/ACC: 000018809	Shelby Welch
06/10/2026	n/a	CHANGE ACCOUNT DBA NAME	OPEN	SOPHIE VY ZEE	SALES AND USE TAX/CONSUMERS USE/ACC: 000018808	Shelby Welch

Showing 1 to 2 of 2 entries

[1](#)

8. To manage your service request at another time, from the *account* homepage, select **Requests**, then select **Manage Service Requests**. This will take you to the page as seen on step six.



Thank you for doing business in Kentucky. For questions on the process contained in this guide or other MyTaxes portal questions, please contact the Kentucky Department of Revenue Customer Contact Center at [502-764-5555](tel:502-764-5555). Representatives are available to assist Kentuckians Monday through Friday, excluding State Holidays.