

## Changing a private account to a business account

**GUIDE.SUMMARY** When you register on eBay, you've the option of registering as a business. The process and information required are similar to registering as an individual, with the added advantage of adding your business name to your account. You also have the ability to later change your individual account to a business account.

**GUIDE.RELATED\_LINKS** Related Help Pages <ul> <li>How to register as a business<br> <a href="http://pages.ebay.com/help/account/how-to-register-business.html" target="\_blank">http://pages.ebay.com/help/account/how-to-register-business.html</a></li>

</ul> </h2><h2>**GUIDE.TALKING\_POINTS** Deciding to register as a business

Choose a business account if you: <ul> <li>Sell items that you've bought to resell.</li>

<li>Sell items you've produced yourself.</li> <li>Sell a large amount of items on a

regular basis.</li> <li>Sell new items that you bought but don't use personally.</li>

<li>Buy items for your business.</li></ul> If you aren't sure whether to register as a

business or as an individual, contact your legal advisor. Advantages of a business account When

you register as a business, you can: <ul> <li>Register using your company name, which is displayed in all communication with your buyers, such as invoices and emails.</li>

<li>Provide the value-added tax (VAT) percentage to buyers when you list your item if you're based outside the US or Canada.</li> <li>Receive net invoices for our fees by providing us

with your VAT identification number.</li> <li>Realize tax advantages. Be sure you check with your accountant or legal advisor.</li></ul>

**GUIDE.INSTRUCTIONSSTEPS\_TO\_RESOLVE** <b>Changing account

type from individual to business:</b> If you've already registered as an individual, you can still

<a href="https://scgi.ebay.com/ws/eBayISAPI.dll?ChangeRegistrationAccountType" target="\_blank">change your account type to business</a>. <ol> <li>Go to

<b>My eBay</b> <b>Account</b> <b>Personal

Information

- Next to Account Type, click the Edit link.
- Enter your business name and click the Change to Business Account button.
- Make sure you [update your registered name](http://pages.ebay.com/help/account/change-account.html#personal) with a personal contact name.

Unfortunately it is not possible for a business account to be downgraded to individual.

- The only exception is if the upgrade happened during an ATO
- In this case it will be downgraded when worked by ATO teammates
- If there has ever been business activity on the account it cannot be downgraded
- We are working on a solution if a member has upgraded by error but for the moment they will need to remain as a business OR open a new account

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