



## Business Closure Form

Use this form only if a business operating in Prince William County has stopped operations permanently or moved out of Prince William County to a different jurisdiction. A separate form is needed for each closed location.

### BUSINESS INFORMATION

Business Name /Trade Name: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_ Business Location Address: \_\_\_\_\_

Business License Account # \_\_\_\_\_ Business Tangible Account # \_\_\_\_\_

Food & Beverage Account #: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Date Business Closed: \_\_\_\_\_

**Note: Businesses closed on January 1 (Tax Day) of any year will be assessed for that year.**

**Documentation showing proof of closure date, such as a lease termination or sales agreement, must be provided.**

### REASON FOR BUSINESS CLOSURE

☐ Ceased all business activity – No longer conducts any business activity

☐ Closed/Moved Location – Business no longer in Prince William County

☐ Sold Business: New Owner's Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Business Location: \_\_\_\_\_

☐ Other (please specify) \_\_\_\_\_

### BUSINESS CLOSURE CERTIFICATION

I, \_\_\_\_\_ hereby certify that the business at the location listed above is no longer in business and declare under penalty of perjury that I am authorized to complete this application. The information above is true, full, and correct to the best of my knowledge and belief.

Forwarding Information: New Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Closing or moving a business may not exclude the tax liability of the company from business taxes for the current tax year.**

**Account(s) will not be closed until all tax filings have been received and processed by this office. Please allow 2 – 4 weeks for processing.**

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Additional Investigation Required? ☐ YES

☐ NO

☐ In Person| Mail| Email

If yes, explain: \_\_\_\_\_

☐ Processed by: \_\_\_\_\_

Date: \_\_\_\_\_