



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 Trade Name _____

FEIN/SSN: _____ Business Location Address _____

Business License Account # _____ Business Tangible Account # _____

Owner Name: _____ Owner Address _____

*Date Business Closed _____

*Documentation showing proof of closure date such as lease termination, sale agreement, must be provided for any business which has been terminated for more than 1 year.

REASON FOR BUSINESS CLOSURE

- Ceased all business activity – No longer conducts any business activity
- Sold Business

New Owner's Name _____ New Owner's Address _____

- Closed Location – Business no longer in Prince William County
 - New Mailing Address _____
- Other (please specify) _____

BUSINESS CLOSURE CERTIFICATION

I, _____ hereby certify that I am not conducting any business at the above business location address and declare under penalty and perjury, that I am authorized to complete this application. To the best of my knowledge and belief, the provided information is true and correct.

_____	_____	_____
Print Name	Signature	Date

E-mail address _____ Phone Number _____

****Please note that closing a business may not exclude you from paying Business Tangible Property tax for the current year****

FOR OFFICE USE ONLY

- Date Received _____ Additional follow up required? YES NO
 - In Person | Mail | E-mail If yes, explain: _____

Processed by: _____ Date: _____