



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 # _____

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 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 _____
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 and 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 business 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 4 – 6 weeks for processing.

FOR OFFICE USE ONLY

Date Received _____

Additional Investigation Required? ☐ YES ☐ NO

○ In Person | Mail | Email

If yes, explain: _____

Processed by: _____

Date: _____