



# FINAL/CLOSE FORM

CITY OF ATLANTA

DEPARTMENT OF FINANCE | OFFICE OF REVENUE | BUSINESS TAX DIVISION  
55 TRINITY AVENUE SW, SUITE 1350, ATLANTA, GEORGIA 30303  
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## FINAL/CLOSE FORM

When a business is sold, closed or moved out of the City of Atlanta, the Business Tax Division must be notified.

### PLEASE NOTE:

- Federal and State full schedule tax returns are required for last 2 years of operation. If the final year's returns are not filed, please provide the income statement **with** the IRS 7004 extension form.
- Business licenses are NOT transferable. New ownership must apply for a new business license.
- Failing to renew your business license will not close out the business license account.
- If the Owner is deceased, you must provide a government issued death certificate.
- **Failure to submit Tax returns constitutes an automatic denial of this request.**

Legal Business Name/DBA: \_\_\_\_\_ Business License #: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Final Date of Business Operation in the City of Atlanta \_\_\_\_\_

Actual Gross Revenue for the number of months in business generated in Georgia \_\_\_\_\_

Number of (equivalent) full time employees (2 Part time employees = 1 Full time employee) \_\_\_\_\_

If your business was sold, provide the Name, Address and Contact Information of New Owner, and a copy of the Bill of Sale. Tax certificates are non-transferable. Therefore, this business is still in business.

\_\_\_\_\_  
\_\_\_\_\_

If the owner is deceased, please list date of death: \_\_\_\_\_

**Attach a copy of the government issued death certificate.**

Does this business hold an alcohol license? YES [ ] NO [ ]

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**ACKNOWLEDGEMENT AND CONFIRMATION**

I declare under penalty of making false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct and complete statement made in good faith. It is understood that the closing of this account shall in no way relieve the owners of this business from any taxes due the City currently, or in the future, from being paid.

\_\_\_\_\_  
Signature Title Date

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