



CITY OF ROSWELL
COMMUNITY DEVELOPMENT | BUSINESS REGISTRATION
38 HILL STREET – SUITE G-30
ROSWELL, GA 30075
PHONE: (770) 594-6235
EMAIL: BUSINESSREGISTRATION@ROSWELLGOV.COM

FINAL BUSINESS CLOSURE FORM

This form is used to finalize and close an existing **City of Roswell** business account. When a business is sold, closed or moved out of the City of Roswell, the Business Registration Division must be notified.

PLEASE NOTE:

- If any business was conducted after the business license expiration date (**December 31**), the occupation tax must be paid
- A business license is **NOT** transferable. You must close your business account if ownership change. The new owner must apply for a new business license account.
- Failure to renew your business license will not result in automatic closure of the business account and penalty fees will occur.
- If the owner is deceased, please provide a government issued death certificate to settle/close the account.

Legal Business Name/DBA: _____ Business License #: _____

Number of Employees: _____

Business Physical Address: _____

Email Address: _____ Phone: _____

Final Date of Business Operation in the City of Roswell: _____

Estimated Gross Receipt: _____

Reason for closure: _____

If your business was sold, provide the Name, Address and Contact Information of New Owner:

Does this business hold an alcohol license? YES () NO ()

Name of License Holder: _____

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