



CITY OF ATLANTA
 DEPARTMENT OF FINANCE | OFFICE OF REVENUE | BUSINESS TAX DIVISION
 55 TRINITY AVENUE, S.W. – SUITE 1350
 ATLANTA, GEORGIA 30303
 PHONE: (404) 330-6270 | WEB: WWW.ATL311.COM



FINAL/CLOSE FORM

This form is used to finalize/close an existing City of Atlanta business license. When a business is sold, closed or moved out of the City of Atlanta, the Business Tax Division must be notified.

PLEASE NOTE:

- If business was conducted after the business license expiration date (December 31), the license must be renewed.
- A business license is NOT transferable. You must final/close your business license if you change ownership. 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 government issued death certificate.

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: _____

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

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 ()

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