CITY OF ATLANTA
DEPARTMENT OF FINANCE | OFFICE OF REVENUE
55 TRINITY AVENUE, S.W. – SUITE 1350 ATLANTA, GEORGIA 30303
PHONE: (404) 330-6270 | EMAIL: BIZTAX@ATLANTAGA.GOV

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.
- 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 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 (2 Part time employees = 1 full time employee)_____

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

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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

Revised 8/2018