

NAICS CODE:

FEE CLASS:

RATE:



CITY OF ROSWELL  
 COMMUNITY DEVELOPMENT | BUSINESS REGISTRATION  
 38 HILL STREET – SUITE G-30  
 ROSWELL, GA 30075  
 PHONE: (770) 594-6235 | WEB: [WWW.ROSWELLGOV.COM](http://WWW.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: \_\_\_\_\_

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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