

CLOSE BUSINESS AND REMOVE FROM TAX ROLLS

A business who sells, or transfers their equipment, fixtures, or supplies, or who goes out of business must:

- **Notify the Tax Department at least 48 hours prior to the date of the pending sale, transfer or termination of business**
- **Within 30 days of the sale, transfer or termination of business, pay all taxes due or to become due on the transferred property.**

Notification Form:

Business Name: _____ Abstract # _____

(1) If the business was closed: Date Closed: _____

(2) If the business sold, provide date of sale and purchaser's contact information:

Date Sold: _____

Purchaser's Name: _____

Mailing Address: _____

Telephone #: _____ E-mail Address: _____

This is to certify that this notification is to the best of my knowledge and belief. Notification must be signed by owner of business, partner or authorized officer.

Signature

Date

Print Name

Telephone

Save and email completed form to: biztax@guilfordcountync.gov