



Lara M. S. Overy  
Commissioner

**COMMISSIONER OF THE REVENUE**  
P.O. Box 245, Williamsburg, Virginia 23187  
Phone (757) 220-6150  
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## **NOTIFICATION CLOSING OR MOVING A BUSINESS**

If you are no longer operating a business in the City of Williamsburg, please complete and sign this form, and turn it into the Commissioner of the Revenue's office. Adjustment of any outstanding or pending tax assessment, where permitted by applicable State or local statutes, may require additional documentation.

Fictitious or Assumed Names should be closed with the State Corporation Commission in the Office of the Clerk on a form prescribed by the SCC.

Name of Business \_\_\_\_\_

Trade Name \_\_\_\_\_

Business Location \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Date of last business activity \_\_\_\_\_ Account No. \_\_\_\_\_

Prior year Gross Receipts \_\_\_\_\_ Current year Gross Receipts \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

If you are moving, provide your new mailing address/physical location:

\_\_\_\_\_  
\_\_\_\_\_

If a new owner has bought or otherwise assumed your business, provide their name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_