



FINANCE DIVISION

City of Huntington
Finance Division
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540, option 4
finance@huntingtonwv.gov

Business Closure Form

Contact Information

Name:
Address:
Phone:
Email Address:

Business Information

Business Name:	Date Business Closed:
Business License Account Number:	

Select Accounts for Closure

- Business License
- Business and Occupation Tax
- City Service Fee
- Home Occupation Permit
- All the above

Select Reason for Closure

- Business activity was only for a limited time or a single event
- Considered conducting business activity but never started
- Ceased all business activity – business closed
- Sold business.
 - If so, the date business sold _____
 - New business owner
 - Name: _____
 - Address: _____
- Sold real property
- No longer has jobs/projects (Contractor)
- Changed ownership, i.e., tax entity/incorporated
- Other – Specify: _____

I certify that all business activity has ceased as of the date above. It is understood that closing this account shall not relieve the owner(s) of this business from any license fees, Business and Occupation Taxes, or the City Service Fees due to the City.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____	Additional Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
Account Review Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	File Closed On: _____ Initials: _____