



DEPARTMENT OF TAX ADMINISTRATION (DTA)
PERSONAL PROPERTY DIVISION
12000 Government Center Parkway, Suite 261
Fairfax, VA 22035
Phone: 703-222-8234 option 4; Fax: 703-324-3500; TTY: 711
www.fairfaxcounty.gov/taxes
dtappdbusiness@fairfaxcounty.gov

Business Closure Form

Use this form ONLY if the business operating in Fairfax County has ceased operations permanently, or moved out of Fairfax County to a different jurisdiction. Separate form is required for each closed location. For other changes, call 703-222-8234 or email dtappdbusiness@fairfaxcounty.gov.

Business Information

Business Name

Account # Fed ID:

Business Location Address

*Date Business Closed

*Acceptable documentation showing proof of closure date such as lease termination document, must be provided for any business which has been terminated for more than 1 year

Reason for Business Closure (Select Reason)

Ceased all business activity - no longer conduct any business activity

Sold Business

Closed location – Business no longer in Fairfax County/Moved out

New Mailing Address:

Properties Transferred No Yes

If Yes, New Owner

Other (please specify)

Business Closure Certification

I, hereby certify that I am NOT doing business at above location address and declare under penalty of perjury, that I am authorized to complete this application. To the best of my knowledge and belief, the provided information is true and correct.

Signature

Print Name

Date

E-mail Address Phone #

For Office Use Only

Date Received Additional investigation required? (choose one) Y N

Date account deactivated Staff that processed