



Kelly Lumpkin, MCR
Commissioner

COUNTY OF KING AND QUEEN, VIRGINIA
Office of the Commissioner of the Revenue
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BUSINESS ACCOUNT STATUS CHANGE

Account Number		FEIN		SSN (Sole Proprietors)	
Legal Business Name			Mailing Address		
Trade Name/DBA			Physical Address (same as mailing)		
Contact	Telephone 1	Telephone 2		Email Address	

Business Closure Date:		Note: Businesses closed on January 1 (Tax Day) of any year, will be assessed for that year.
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Reason for Business Status Change					
<input type="checkbox"/>	Ceased all business activity-no longer in business.				
<input type="checkbox"/>	Moved out of King & Queen County	New Address:			
<input type="checkbox"/>	Sold Business	New Owner:	Name	Telephone	
			Email	Other	
<input type="checkbox"/>	No Longer Conducting Business in K&Q	_____ Year Please notify this office if your status changes.			
<input type="checkbox"/>	Other (please explain)				

Status of Business Assets							
<input type="checkbox"/>	Disposed of Property	<input type="checkbox"/>	Converted to Personal Use	<input type="checkbox"/>	Sold	<input type="checkbox"/>	Moved with Business Relocation
<input type="checkbox"/>	Assets Sold with Business	*If your business was sold, the new owner has to report assets based on the original cost and purchase date. Do you give permission to share your most recent asset list with the new owner?					

_____ The new owner has permission to my most recent asset list as to report the original costs and acquisition dates of assets conveyed in the sale of my business.
Initial

If your contact information has changed, please complete.				
Address		City	State	Zip code
Telephone 1	Telephone 2		Email	

Declaration: By signing below, I certify that the business at the location listed above is no longer in business. The information listed above is true, full and correct to the best of my knowledge and belief.			
Printed Name	Title	Signature	Date

For Office Use Only			
Date Received		Additional Investigation Required?	Yes No
Notes:			
Date account deactivated		Staff the processed	