



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

Date Business Closed/Moved:	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					
	Ceased all business activity-no longer in business.				
	Moved out of King & Queen County	New Address:			
	Sold Business	New Owner:	Name	Telephone	
			Email	Other	
	No Longer Conducting Business in K&Q	_____ Year Please notify this office if your status changes.			
	Other (please explain)				

Status of Business Assets							
	Disposed of Property		Converted to Personal Use		Sold		Moved with Business Relocation
	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			