



City Of Hanahan

Business License Office
1255 Yeamans Hall Rd
Hanahan, SC, 29410
Office Phone: 843-576-5259
Direct Line: 843-576-5257
www.cityofhanahan.com

BUSINESS CLOSURE FORM

For businesses no longer located in *or* doing business in the City of Hanahan

Thank you for doing business in the City of Hanahan. We appreciate your contribution to the community. Please be sure to complete this form so we may update the City's records.

- **A final Business Personal Property Tax bill will be sent to you, as these taxes are paid in arrears. *This bill is required to be paid.***
- **Any delinquent taxes and fees due at the time of closing still need to be paid. *Failure to pay will result in further enforcement efforts.***

Business Information

1. Business Name _____ Account Number _____
2. Gross Receipts for Prior Year _____
3. Doing Business As (if applicable) _____
4. Federal ID # or SSN _____ Owner Name: _____
5. Date Business Started _____ Date Business Closed _____
6. Business Location _____

Type of Closing – Please select the most appropriate answer for your circumstances.

- ☐ Shut Down – no longer doing business at all
- ☐ Sold – sold the business to another owner: please complete section below
- ☐ Moved – no longer physically located in the City of Hanahan
- ☐ Other (Describe) _____

If the business was sold, please complete the section below:

New Owner's Name _____
New Owner's Phone Number _____ E-mail: _____
Mailing address _____
Sale date _____

Notifying Person's Information

Name _____ Date _____
Signature _____ Title _____
Relationship to Business (owner, agent, etc.) _____
Email: _____

Business Official's Signature: _____

Date: _____