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: ________________