



CITY OF RICHMOND

DEPARTMENT OF FINANCE

Business License Unit

900 E. Broad Street, Room 103

Richmond, Virginia 23219

Phone: 804-646-6662

Fax: 804-646-5848

Email: finance@richmondgov.com

CLOSING A BUSINESS IN THE CITY OF RICHMOND

Owner/s Name: _____

Business/DBA Name: _____

Business Address: _____

Account Number: _____

EIN/SSN or Business License Account Number: _____

Date Business Closed: _____

Reason Business Closed: _____

Business Owners Signature: _____

Date: _____

Note: If your business has any outstanding balance due to the City prior to the close date stated above, you will receive a statutory assessment for any unfiled periods or an adjustment notice for all funds/balances due.

Feel free to Fax 804-646-5848 or emailed to finance@richmondgov.com