



# Closing a Business

COMMISSIONER OF THE REVENUE  
JAMES CITY COUNTY, VIRGINIA  
(757) 253-6698

If you are no longer operating a business in James City County, please complete and sign this form, and mail it to the address above. Direct any questions to the Business License Inspector at (757) 253-6698.

## INCOMPLETE FORMS WILL NOT BE ACCEPTED

Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Date of last business activity: \_\_\_\_\_ Account Number (if known): \_\_\_\_\_

Prior Year Gross Receipts: \_\_\_\_\_ Current Year Gross Receipts: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

If you are moving, provide your new mailing address:

\_\_\_\_\_  
\_\_\_\_\_

If a new owner has bought or otherwise assumed your business, provide their name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAIL OR DELIVER  
FORM TO:**

Commissioner of the Revenue  
P.O. Box 283  
Williamsburg, VA 23187-0283

101 Mounts Bay Rd, Bldg B  
Williamsburg, VA 23185  
Phone: (757) 253-6698

**\*\*\* NO FAXED FORMS ACCEPTED \*\*\***