



CLOSING A BUSINESS IN THE CITY OF RICHMOND

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

Business Name: _____

Account Number: _____

EIN / SSN OR Business License Account Number: _____

Date Operations Ceased in the City of Richmond: _____

Reason Operations Ceased: _____

Business Owners Signature /Date: _____

Business Address: _____

Valid E-mail and Phone Number: _____

City of Richmond Representative Signature & Date: _____

Form can be faxed at **804-646-5848** or E-mailed to ***finance@richmondgov.com***

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.