



CLOSING A BUSINESS IN THE CITY OF RICHMOND

CITY OF RICHMOND

DEPARTMENT OF FINANCE

Business Unit, Rm 103

900 East Broad Street

Richmond, VA 23219

Phone: 804-646-7000

Website: www.rva311.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: _____

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 unfilled periods, or an adjustment notice for all funds/balances due.

Return this hard copy form in person to....

900 EAST BROAD STREET, ROOM 103, RICHMOND, VA 23219 -or- use www.rva311.com online