



Business License No Longer Active or Required

Date: _____

Account Number: _____

Business Name: _____

Contact Name & Number: _____

Mailing Address: _____

Please close the above-named business license. This business has not had any activity within the City of Susanville limits since: _____ (exact date of no activity).

I am aware there may be outstanding prorated fees still owed to the City of Susanville depending on when activity or business ceased. This fee will be due immediately upon closing the account.

Signed: _____ Date: _____

Please fill out and sign the above information and return to us so this account can be closed and eliminate any future dues or penalties.

Outstanding/prorated fee: \$ _____

If you have any questions, please call the Finance Department at (530) 252-5111.