204 West Church Street
Fort Valley, Ga 31030
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BUSINESS CLOSURE FORM

This form is used to finalize/close an existing City of Fort Valley Occupational Tax Certificate (OTC). When a business is sold, closed or moved out of the City of Fort Valley, the Finance Department must be notified.

PLEASE NOTE:

- ☐ If business was conducted after the OTC expiration date (December 31), the OTC must be renewed.
- ☐ A OTC is NOT transferable. New ownership must apply for a new OTC.
- ☐ Failing to renew your OTC will not close out the OTC.
- ☐ If the owner is deceased, you must provide government issued death certificate.

Legal Business Name/DBA:_____ OTC Number: _____

Business Physical Address: _____

Email Address: _____ Phone: _____

Final Date of Business Operation in the City of Fort Valley: _____

Actual Gross Revenue for the number of months in business generated in Fort Valley: _____

Number of (equivalent) full time employees: _____

If your business was sold, provide the Name, Address and Contact Information of New Owner:

_____

_____

If the owner is deceased, please list date of death: _____

Attach a copy of the government issued death certificate.

Does this business hold an alcohol license? YES ☐ NO ☐

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ACKNOWLEDGEMENT AND CONFIRMATION

I declare under penalty of making false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct and complete statement made in good faith. It is understood that the closing of this account shall in no way relieve the owners of this business from any taxes due the City currently, or in the future, from being paid.

_____ _____ _____

Signature Title Date