



City of Newnan
Attn: Finance Department
25 LaGrange Street
Newnan, GA 30263
Direct: (770) 254-2351

Business Closure / Transfer Form

Please complete and submit this form, along with any occupational taxes due for the current year, to the Finance Department at the address listed above as soon as possible. Timely submission will help prevent future renewal notices, property tax bills, and other correspondence related to this business.

Important: Submitting this form does not necessarily mean that your business is permanently closed. This form is used to close your local city business license only.

If the business was in operation as of January 1 of the current year, it may still be subject to personal property taxes for that year, even if it has since ceased operations.

Business Status

- ☐ Business Closed
☐ Business Sold / Transferred

If sold or transferred, enter new owner's name: _____

Business Information

Business Name: _____

Business Address: _____

Certificate Number: _____

Closure / Transfer Date: _____

Calculation of Year-to-Date Taxes Due

Year-to-Date Gross Receipts: \$ _____ (Gross Receipts $\div$ 1,000 = Taxable Base)

Taxable Base: _____

Tax Rate: _____ (Contact Licensing Specialist for applicable tax rate)

Taxes Due: \$ _____ (Taxable Base $\times$ Tax Rate)

Miscellaneous Charges: \$ _____

Total Amount Due: \$ _____

Certification

I certify that the information provided above is true and accurate to the best of my knowledge.

Signature of Current Owner: _____ Date: _____

Printed Name of Current Owner: _____