



**COUNTY OF HANOVER, VIRGINIA
COMMISSIONER OF THE REVENUE
BUSINESS CLOSURE FORM**

THE HONORABLE T. SCOTT HARRIS
COMMISSIONER OF THE REVENUE
PO BOX 129, HANOVER, VA 23069
phone 804-365-6129 fax 804-365-6101
commissioner@hanovercounty.gov

The Business Closure form is used when a business operating in Hanover County has ceased operations permanently or has ceased operations in Hanover and moved to a different jurisdiction. Complete the form as it applies to the changes in your business. Be sure to include the status of any assets.

The office is open from 8:30 am until 5:00 pm, Monday through Friday, except for county holidays. Appointments are not necessary. If you have any questions about this form, you can reach the office by telephone to 804-365-6129 and by email to commissioner@hanovercounty.gov. Responses can be mailed, emailed or faxed to 804-365-6101.

Account #: _____ Tax ID#: _____

Business Name: _____

Owner Name: _____

Is the business closed? _____ (yes/no) Closed Date: _____

Did the business close and move to another jurisdiction? _____ (yes/no) Move Date: _____

New Address: _____

Old Address: _____

Contact Name: _____

Telephone: _____ Fax: _____

Email Address: _____

Status of Assets

Disposed of _____ (yes/no) Disposal Date: _____

Personal Use _____ (yes/no) Change Date: _____

Sold _____ (yes/no) Sold Date: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____