



Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office PO Box 4503
Macon, GA 31208-4503

BUSINESS CLOSURE FORM

This form is used to close an existing Macon-Bibb County business license. When a business is closed, sold, or moved out of Macon-Bibb County, the Business License Division must be notified. Original form must be either mailed or brought into our office for processing.

PLEASE NOTE:

- Failure to renew your business license does not automatically close the business license account. Your business license account will incur penalty and interest fees.
 - Business Licenses are **NOT** transferable. If you sold your business, the new owner must apply for a new business license.
 - If business was conducted after the business license expiration date of December 31st, the license must be renewed.
 - If the business owner is deceased, you must provide the government issued death certificate along with the Business Closure form.
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Business Name: _____ **License #:** _____
Business Address: _____ Macon, GA _____
Owner's Name: _____ (ZIP CODE)
Reason for Closure: _____ **Date of Closure:** _____

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

Name: _____ **Address:** _____
Phone Number: _____ **Email:** _____

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 to Macon-Bibb County currently, or in the future, from being paid.

Signature* Job Title Date
Business owner or Authorized Agent must sign this form and return it with a copy of their legal identification