



# OUT OF BUSINESS FORM

## Business Occupational Tax Certificate Closure Form Information

**Instructions:** Complete this form to close your business account with the City of Griffin and mail or email to the Tax and Licensing Department for processing. If you choose to open any type of business in the future, a **new** Occupational Tax Certificate will be required.

Name of Business/ Corporation: \_\_\_\_\_

Address of Business: \_\_\_\_\_  
City State Zip Code

Contact Number \_\_\_\_\_ Last date of operation: \_\_\_\_\_

**\*If the location of the business has moved to another city/county, please provide the name of the city/county:**

Name of City/County: \_\_\_\_\_

By my signature affixed hereto, I do solemnly affirm that the information submitted in this form is true and complete:

Signature of Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Tax and License Administrator Signature: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Date File Closed: \_\_\_\_\_