



We Are Columbia

**Business Licensing Division**  
1339 Main St. Columbia, SC, 29201  
Phone: (803)545-3345  
**Close of Business Form**

*ALL INFORMATION, INCLUDING APPROPRIATE DATES, MUST BE PROVIDED TO PROPERLY CLOSE YOUR ACCOUNT.*

**Business Information**

1. Business Name: \_\_\_\_\_
2. Federal ID or SSN: \_\_\_\_\_
3. Close of Business Date: \_\_\_\_\_
4. Business Address: \_\_\_\_\_
5. Business Email: \_\_\_\_\_

**Type of Closing** (Please select the most appropriate answer that applies)

- \_\_\_\_\_ Moved out – No longer operating in the city limits of Columbia  
\_\_\_\_\_ Closed permanently – no longer doing business.

**If Business has been sold, complete section below:**

New Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
New Owner's Email: \_\_\_\_\_  
New Owner's mailing address: \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Submitted By:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Phone & Email:** \_\_\_\_\_

### **GENERAL INSTRUCTIONS**

- Failure to pay all appropriate fees through the closing date may result in issuance of balance due notices by the Business License Division.
- Make sure that all applicable sections of the form are accurately completed.
- Line 4 should reflect the actual physical address of the business. Do not use a post office box.