



Renewal Form Instructions: Closed Business (Section 6)

Section 6: Closed Business Information

If the business has closed, complete the information below and return this form to our office.

Note: All delinquent taxes must still be paid.

REASON FOR CLOSING: Shut Down Sold Moved out of Richland County's unincorporated areas

Date Closed: _____

If the business was sold, please complete the section below:

New Owner's Name: _____

New Owner's Phone Number: _____ Sale Date: _____

Email: _____

Mailing Address: _____

- This section is for businesses no longer located in or doing business in the non-city areas of Richland County.
- Any delinquent taxes and fees due at the time of closing still need to be paid. Failure to pay any delinquencies will result in further enforcement efforts.
- Be sure to notify the State DOR Registration Dept. at 803-896-1350 if your business has ceased operations to avoid receiving further assessments and tax bills.
- A final Business Personal Property Tax bill will be sent to you next year, as these taxes are paid in arrears. This bill is required to be paid.

See next page for the Business License Closing Form



Closing Form

- This form is for businesses no longer located in or doing business in the non-city-limit areas of Richland County.
- **Any delinquent taxes and fees due at the time of closing still need to be paid.** Failure to pay any delinquencies will result in further enforcement efforts.
- Be sure to notify the State DOR Registration Dept. at 803-896-1350 if your business has ceased operations to avoid receiving further assessments and tax bills.
- A final Business Personal Property Tax bill will be sent to you next year, as these taxes are paid in arrears. This bill is required to be paid.

Business Information:

1. Business Name: _____
2. Doing Business As (if applicable): _____
3. Federal ID# or SSN: _____ Owner Name: _____
4. Date Business Started: _____ Date Business Closed: _____
5. Business Location: _____

Reason for Closing Account(s)

- Shut Down - no longer doing business at all
- Sold - sold the business to another owner: please complete section on Page 2
- Moved - no longer physically located in Richland County's unincorporated areas
- Downsized - no longer doing business in Richland County's unincorporated areas
- Address Correction - not located in Richland County's unincorporated areas
- Annexation - by City of _____ on (date) _____
- Other (describe) _____

County Accounts to be Closed

- Please indicate which account numbers your business had.

County Accounts	Applicable Account Numbers	Verified as Paid in Full
Business License		<input type="checkbox"/> Paid in Full <input type="checkbox"/> Balance Owed
Hospitality Taxes		<input type="checkbox"/> Paid in Full <input type="checkbox"/> Balance Owed

**RICHLAND COUNTY GOVERNMENT
COMMUNITY PLANNING & DEVELOPMENT
BUSINESS SERVICE CENTER**

2020 Hampton Street, Suite 1050, P.O. Box 192, Columbia SC 29202
T 803-576-2287 | F 803-576-2289 | TDD 803-576-2045
bsc@richlandcountysc.gov | richlandcountysc.gov/bsc



County Accounts	Applicable Account Numbers	Verified as Paid in Full
Local Accommodations Tax		<input type="checkbox"/> Paid in Full <input type="checkbox"/> Balance Owed
Business Personal Property Taxes		<input type="checkbox"/> Paid in Full <input type="checkbox"/> Balance Owed
Hazardous Materials Permit		<input type="checkbox"/> Paid in Full <input type="checkbox"/> Balance Owed
Landfill Permit		<input type="checkbox"/> Paid in Full <input type="checkbox"/> Balance Owed

Description of any Balance Owed: _____

Account(s) will not be closed until all delinquencies are paid in full.

If the business was sold, please complete the section below:

New Owner's Name: _____

New Owner's Phone Number: _____

Mailing Address: _____

Sale Date: _____

Notifying Person's Information:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Relationship to Business (owner, agent, etc.): _____