



T. Scott Harris, MCR  
Commissioner

## COUNTY OF HANOVER, VIRGINIA BUSINESS CLOSURE/CHANGE FORM

Office of the Commissioner of the Revenue  
PO Box 129, Hanover, VA 23069  
Tel: (804) 365-6129 Fax: (804) 365-6101  
Email: commissioner@hanovercounty.gov

Office Use Only	
Date Received	
Received by	
Closing Account #	
Status of Assets	
New Account (If applicable)	

**All businesses operating in Hanover County are required to keep the Commissioner of Revenue's Office informed on the status of a business and its business tangible personal property. Please include with this form, a list of the assets, at their original purchase price and original purchase date, which were used in operation of this business.**

To report the closure of a business, change in ownership, change in Federal ID number, or any other changes that affect the business and its assets in Hanover County, complete this form, sign and submit with the required attachments to the Commissioner of the Revenue. The form may be submitted by mail, email, fax, or in person. If you need assistance with the form or have questions about business closure or business property assessments, please contact the Commissioner's Office at **(804)365-6129**. **CHANGE ONLY** or **BUSINESS CLOSURE (Select One)**

ACCOUNT NUMBER:	FEIN OR SSN:
LEGAL BUSINESS NAME / DBA:	OWNER NAME:

I.	STATUS OF BUSINESS (Select All That Apply):	Date:
	Closed ( <u>Permanently</u> or <u>Temporarily</u> select one (See Section II & III)	
	Moved (See Section IV)	
	Change of Ownership (See Sections II,III, & V)	
	FEIN Changed (See Section V)	
	Other (If Other Please Explain Below)	

Other:

II.	STATUS OF ASSETS
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Select "in-whole" if assets were sold together in a lump sum, circle "in-part" if assets were sold individually. Please provide the "Original Cost" (the COST that the equipment was ORIGINALLY PURCHASED for, NOT the value at the time of sale.)

**\*\*Please attach any corresponding information – disposal dates, original cost and sales price or receipts, who property was sold to etc.\*\***

Sold <u>in-whole</u> or <u>in-part</u> to Another <u>Hanover based business</u> (i.e. the assests are still in Hanover)		
Date Sold:	Original Cost of Sold Equipment:	\$
Sold <u>in-whole</u> or <u>in-part</u> to <u>non-Hanover based business</u> (i.e. the assets are no longer in Hanover)		
Date Sold:	Original Cost of Sold Equipment:	\$

<b>Disposed</b> (must attach disposal details and dates)		
<b>Disposal Date:</b>	<b>Original Cost of Sold Equipment:</b>	<b>\$</b>
<b>Still Owns Assets</b> (assets are still available for use, check personal use if assets are no longer being used for business purposes)		
<b>Personal Use</b>	<b>Original Cost of Equipment Still Owned:</b>	<b>\$</b>

<b>III. STATUS OF OWNERSHIP</b>	<b>YES</b>	<b>NO</b>
Sold to a Business in Hanover County:	<input type="radio"/>	<input type="radio"/>
New Owner's Name and Contact Information:		
Sold to a Business Outside of Hanover County or Unknown:	<input type="radio"/>	<input type="radio"/>
New Owner's Name and Contact Information:		

<b>IV. CHANGE OF ADDRESS</b>	<b>YES</b>	<b>NO</b>
New Address:	<input type="radio"/>	<input type="radio"/>

<b>V. CHANGE OF FEIN AND/OR OWNERSHIP</b>	
New FEIN Number:	Old FEIN Number:
New Owner's Name (If Applicable):	Old Owner's Name:
New Owner's Contact Information (If Applicable):	

<b>Declaration:</b>  I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.	<b>Please enter the name, phone number, and email of the person we should contact with questions regarding this Business Registration and future Business Returns of Tangible Personal Property.</b>
<b>Signature:</b>	<b>Contact Name:</b>
<b>Print Name:</b>	<b>Title:</b>
<b>Date:</b>	<b>Phone/Email:</b>