

To: Tom Clinton, Commissioner of the Revenue
City of Falls Church
300 Park Ave, Suite #202W
Falls Church, VA 22046-3301
Phone: (703) 248-5450 (TTY 711) Fax: (703) 248-5212
E-mail: commissioner@fallschurchva.gov
City's web site: www.fallschurchva.gov/cor



City of Falls Church Business Closure or Moving Letter

Date: _____

Dear Mr. Clinton,

I have closed or moved (please circle one) my business, called _____

_____, Falls Church City Business License # _____
(insert your business name, or former business' name)

it was trading as: _____, and the business was
(insert your trading as name, or your former trading name)

previously located at: _____
(insert your former Falls Church City street address)
_____, Falls Church, VA _____.

The business was closed or moved (please circle one) out of Falls Church City as of: _____
(insert business closure date or move date)

I am writing this letter to officially notify you that I/we have ceased operations in Falls Church City. Please inactivate both my Falls Church City Business License Account and my Tangible Personal Property Account (business equipment) after I have paid any outstanding balances on both accounts. I'm aware that if any balances due are not paid in full, the Treasurer's Office will begin collection activity.

If you need to contact me in the future, please do so at the following business name and address, or home address:

(insert your forwarding business name and address, if applicable, or just your name and home address)

You can also reach me by phone at: (_____) _____ or by fax at: (_____) _____
(insert your phone number) (insert your fax number)

My e-mail address is: _____
(insert your work e-mail address or your home e-mail address)

My name is: _____ and my title is/was: _____
(please print your name) (list your title in the company, or former company)

Signature: _____ Date: _____

***Please complete this form and return it via the US Mail, a scan and e-mail, take a cell photo of it and email it, fax it, or drop it off at City Hall, as soon as possible, so that we may update our records, stop sending you renewal forms and inactivate your accounts, if they are paid in full. You can send it to: commissioner@fallschurchva.gov or fax it to: (703) 248-5212. This may entitle you to a prorated refund on your paid business license or decrease what is owed. The Tangible Personal Property tax is not prorated, and the TPP bill will be printed in August and is due by October 5th if the equipment is owned as of January 1st of the year that the business closed.**

If you have moved your business out of Falls Church City, please register your business in your new locality and send us a copy of your business license. We thank you for helping us update our records, and for doing business in the City of Falls Church! We wish you well in all of your future endeavors!

revised 4-2-20

Tom Clinton

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