

To: Tom Clinton, Commissioner of the Revenue
City of Falls Church
300 Park Avenue, Suite #104E
Falls Church, VA 22046-3301
Phone: (703) 248-5065 (TTY 711) Fax: (703) 248-5212
E-mail: commissioner@fallschurchva.gov
Web site: www.fallschurchva.gov



City of Falls Church Standard Business Closure or Moving Letter

Date: _____

Dear Mr. Clinton,

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

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

it was trading as: _____, and the business was
(insert your trading 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 the 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: _____

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

You can also reach me by phone at: (_____) _____ or by fax at: (_____) _____
(insert your area code and phone number) (insert your area code and 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 mail, fax, or walk it into the Office of the Commissioner of Revenue, the fax number is (703) 248-5212 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 also print it, complete it, scan it and email it to: commissioner@fallschurchva.gov.

If you have moved your business, please send us a copy of your business license from your new jurisdiction. 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 your future endeavors!

Revised 1-14-16 glp

Tom Clinton

Tom Clinton
Commissioner of the Revenue