CITY AND COUNTY OF DENVER

John W. Hickenlooper
Mayor

DEPARTMENT OF FINANCE

TREASURY DIVISION
WELLINGTON WEBB BLDG.
201 WEST COLFAX AVE. DEPT. 403
DENVER, COLORADO 80202-5329
FAX: (720) 913-9475

Account Change or Closure Request

Please fill out the form below to make changes or cancellations to your account(s).

Account # _____ Name of Business_____

PLEASE CHECK ALL APPLICABLE ITEMS:

Tax type(s) to close ☐Sale/Use ☐Occupational ☐Lodgers

☐Out of business_____.(date)☐Never started business. ☐Opened in error.
☐No taxable sales ☐Seasonal
☐The business has moved out of Denver but employees will continue coming into Denver. (*Still liable for occupation tax)*
☐The business has moved out of Denver and will continue selling into Denver, but no employees will come into Denver as of _____. (date) New mailing/location address_____
☐The business has moved out of Denver and will no longer come into Denver or sell into Denver as of _____(date). New mailing/location address_____
_____
☐The business has been sold, or changed ownership effective _____ (date)
Name of new owner_____
Address_____
City, State, Zip Code_____Phone#_____

In order to close account as requested, we must have a signature.

Cancel my account effective _____(date). Reason for closing _____

Print Name _____

Phone Number _____

Signature _____ Date _____

Business Name Change _____(FEIN cannot change)

Address Change:_____**New Phone #**_____

☐ Location ☐Mailing and Location ☐Mailing Only