



Business License / Sales Tax Account Change or Closure Form

Send to Finance Department at City Hall / Finance@durangogov.org / 970-375-5033

Use this form to notify the City of Durango of Change of Ownership or to notify that you would like to close your business license account. Please indicate the appropriate reason below.

Any taxes the business is expected to remit must be paid or returns with "zero" tax due must be filed. The City will then close the tax account for the entire business or for a specific location.

** A business with a liquor license or marijuana license will need to contact City Clerk's Office before closing.

Account Number _____ (Current Business License Number)

Business Name _____

Location Address _____ City Limits: Inside ☐ Outside ☐

Contact Information: _____

Reason:

____ Business has been permanently closed: Last Day of Business ____/____/____

____ Change of Ownership: Effective Date ____/____/____

____ Business has been sold: Effective Date ____/____/____

New Ownership Information

Name ; _____

Address: _____

Telephone: _____

If your retail business location changes during a filing period, you must file a separate sales tax return for the taxes collected by each owner/location.

By my signature, I declare, under the penalty of perjury, that the statements made herein are to the best of my knowledge true & correct.

Signature _____ Date ____/____/____

Print Name _____

Title _____

Office Use Only:

Finance Approval _____ DATE ____/____/____

City Clerks _____