



# City Of Hanahan

Business License Office  
1255 Yeamans Hall Rd  
Hanahan, SC, 29410  
Office Phone: 843-576-5259  
Direct Line: 843-576-5257  
[www.cityofhanahan.com](http://www.cityofhanahan.com)

## BUSINESS CLOSURE FORM

For businesses no longer located in *or* doing business in the City of Hanahan

Thank you for doing business in the City of Hanahan. We appreciate your contribution to the community. Please be sure to complete this form so we may update the City's records.

- **A final Business Personal Property Tax bill will be sent to you, as these taxes are paid in arrears. *This bill is required to be paid.***
- **Any delinquent taxes and fees due at the time of closing still need to be paid. *Failure to pay will result in further enforcement efforts.***

### Business Information

1. Business Name \_\_\_\_\_ Account Number \_\_\_\_\_
2. Gross Receipts for Prior Year \_\_\_\_\_
3. Doing Business As (if applicable) \_\_\_\_\_
4. Federal ID # or SSN \_\_\_\_\_ Owner Name: \_\_\_\_\_
5. Date Business Started \_\_\_\_\_ Date Business Closed \_\_\_\_\_
6. Business Location \_\_\_\_\_

**Type of Closing** – Please select the most appropriate answer for your circumstances.

- Shut Down – no longer doing business at all
- Sold – sold the business to another owner: please complete section below
- Moved – no longer physically located in the City of Hanahan
- Other (Describe) \_\_\_\_\_

**If the business was sold, please complete the section below:**

New Owner's Name \_\_\_\_\_

New Owner's Phone Number \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing address \_\_\_\_\_

Sale date \_\_\_\_\_

### Notifying Person's Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Relationship to Business (owner, agent, etc.) \_\_\_\_\_

Email: \_\_\_\_\_

Business Official's Signature: \_\_\_\_\_

Date: \_\_\_\_\_