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Business Tax Account Closure Form

Use this form to notify the Department of Revenue of the business closure or to notify that you are no longer liable for the Colorado sales tax, withholding tax, or other accounts listed below. Additional reporting may be required by Colorado Secretary of State's office in order to cease your business operations or change your business structure. More information is available at www.sos.state.co.us/pubs/business/FAQs/dissolve.html regarding these requirements. **Your Colorado Account Number (CAN) is an 8 digit account number that is assigned to you when you opened your account with the Department of Revenue.** The Federal Employer Identification Number (FEIN) is a number assigned by the IRS. **Note:** A new FEIN will require a new Colorado Account Number. Please fill out a Colorado Sales Tax and Withholding Account Application (CR 0100) by visiting Tax.Colorado.gov/forms-in-number-order.

If your business has a physical location, your sales tax license from the department will show an 8 digit account number followed by a 4 digit location (site) number for

each location you operate or sell into. To close a specific location, please check the Location (Site) Closure Only box, include the last day of sale, and the 4-Digit location (site) number. For additional location (site) closures, please list the information on page 2.

For all other account closures, check the appropriate accounts and indicate the date of closure in order to avoid incorrect assessments of tax liability. The box should be checked ONLY if:

- 1) Your business was sold or discontinued,
- 2) You are no longer liable for the tax indicated,
- 3) The structure of your business changed and a new FEIN was issued,
- 4) Your corporation merged into another corporation.

Revenue Online allows convenient and secure access to conduct business with the Department of Revenue. If you have a login, you can also close certain accounts online at Colorado.gov/RevenueOnline.

Colorado Account Number (8-Digit Number)		FEIN or SSN/TIN		Business Name or Last Name, First Name	
Select the account(s) to close and indicate the date of closure		<input type="checkbox"/> Sales Tax		Last Day of Sale (MM/DD/YY)	
		<input type="checkbox"/> Location (Site) Closure Only			
		<input type="checkbox"/> Withholding Tax		Last Day of Payroll (MM/DD/YY)	
		<input type="checkbox"/> 1099 Withholding			
		<input type="checkbox"/> Gaming Withholding		Date of Closure (MM/DD/YY)	
		<input type="checkbox"/> Oil & Gas Withholding			
<input type="checkbox"/> Excise		Date of Closure (MM/DD/YY)			
<input type="checkbox"/> IFTA					
<input type="checkbox"/> Entire Account		Date of Closure (MM/DD/YY)			
Authorized Signature					

Email to: DOR_taxapplications@state.co.us, or
Mail to: Colorado Department of Revenue, Taxpayer Service Center,
PO Box 17087, Denver, CO 80217-0087

