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## Business Tax Account Closure Form

Use this form to notify the Department of Revenue by selecting the appropriate accounts and indicate the date of closure in order to avoid incorrect assessments of tax liability. Check the box ONLY if:

- Your business was sold or discontinued,
- You are no longer liable for the tax indicated,
- Your corporation merged into another corporation, or
- Your business structure changed and a new FEIN was issued.

**Note:** A new Federal Employer Identification Number (FEIN) assigned by the IRS 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](http://Tax.Colorado.gov/forms-in-number-order).

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](http://www.sos.state.co.us/pubs/business/FAQs/dissolve.html) regarding these requirements.

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](http://Colorado.gov/RevenueOnline).

Colorado Account Number (8-Digit Number)		FEIN or SSN/ITIN		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)		4-Digit Location (Site) Number and Address to Close	
	<input type="checkbox"/> Location (Site) Closure Only			<p>The 4-Digit Location (Site) number is listed on your sales tax license followed by the 8 digit Colorado Account Number.</p> <p><b>Note:</b> The Colorado Account Number is not the same as the Secretary of State filing number.</p>	
	<input type="checkbox"/> Retail Delivery				
	<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"/> Other	List Other Account			Date of Closure (MM/DD/YY)	
Authorized Signature				Date	

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



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Colorado Account Number (8-Digit Number)		FEIN or SSN/ITIN		Business Name or Last Name, First Name			
<b>Additional Location (Site) Closures for Sales Tax Account</b>							
4-Digit Location (Site) Number to Close				Last Day of Sale (MM/DD/YY)			
Address		City		State		ZIP	
4-Digit Location (Site) Number to Close				Last Day of Sale (MM/DD/YY)			
Address		City		State		ZIP	
4-Digit Location (Site) Number to Close				Last Day of Sale (MM/DD/YY)			
Address		City		State		ZIP	
4-Digit Location (Site) Number to Close				Last Day of Sale (MM/DD/YY)			
Address		City		State		ZIP	
4-Digit Location (Site) Number to Close				Last Day of Sale (MM/DD/YY)			
Address		City		State		ZIP	
4-Digit Location (Site) Number to Close				Last Day of Sale (MM/DD/YY)			
Address		City		State		ZIP	
Authorized Signature				Date			

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