



PLANNING & DEVELOPMENT DEPARTMENT
535 TELFAIR STREET, SUITE 300 AUGUSTA, GA 30901
PHONE: 706.312.5050 FAX: 706.312.4277

CLOSE ACCOUNT FORM

As owner of the business listed below, I am requesting that the business be closed for one of the following reasons.

Name of business: _____ Account #: _____

Signed: _____ Date: _____

- Owner
- President of corporation or partnership

Check all that apply:

- Out of business – Business closed as of _____
- Sold business. New owner is _____
- Owner deceased. Copy of death certificate attached

Other:

You may fax this form to 706.312.4277 or mail to the address listed below to the attention of Kathy Y. Jackson. You may also e-mail it to closemybusiness@augustaga.gov . Enter **“Close Account”** in the subject line.

Important note: The person signing this form must be the owner of the business or an authorized individual listed on the original application. For partnerships and corporation, it must be signed by the President or CEO of the organization who also must be listed on the application on file.

Augusta Planning and Development Department
P. O. Box 9270
Augusta, GA 30906