



Occupational Tax Department
136 Keys Ferry Street, 2nd Floor McDonough, GA 30253
Website: www.mcdonoughga.org, Email: taxclerk@mcdonoughga.org
Office (678)782-6225 Office Hours: 9AM - 4PM

Occupational Tax Closure of Business Form

*Instructions: Complete this form to close your business account with the City of McDonough and mail to the Tax and Licensing Department for processing. If you choose to open any type of business in the future, a **new** Occupational Tax Certificate will be required.*

Name of Business/ Corporation:

Name of Business Owner: _____
(Print First Name) _____ (Print Last Name) _____

City Address of Business:

Account #: _____

Contact Number _____ **Last date of operation:** _____

Contact Email Address:

Reason for Closure:

Change of Ownership Moved from City Out of Business Other

***If the location of the business has moved to another city/county, please provide the name of the city/county:**

Name of City/County: _____

By my signature affixed hereto, I do solemnly affirm that the information submitted in this form is true and complete:

Signature of Business Owner: _____ **Date:** _____

For Office Use Only:

Tax and License Administrator Signature: _____

Certificate Number: _____ **Date File Closed:** _____