



Richland County Business Service Center

2020 Hampton Street, Suite 1050
P.O. Box 192
Columbia, SC 29202

Phone: (803) 576-2287
Fax: (803) 576-2289
bsc@rcgov.us
<http://www.rcgov.us/bsc>

CLOSING BUSINESS FORM

For businesses no longer located in *or* doing business in Richland County

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

Be sure to also notify the State DOR Registration Dept. at 803-896-1350 of your closing.

Business Information

1. Business Name _____
2. Doing Business As (if applicable) _____
3. Federal ID # or SSN _____ Owner Name: _____
4. Date Business Started _____ Date Business Closed _____
5. Business Location _____

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

- Moved Out – no longer physically located in Richland County.
- Shut Down – no longer doing business at all.
- Downsized – no longer doing business in the unincorporated areas of Richland County.
- Correcting Address – not located in the unincorporated areas of Richland County
- Other (Please describe) _____

County Accounts to be Closed – Please indicate which account numbers your business had:

- Business License (Business License # _____)
- Business Personal Property Taxes (Account # _____)
- Hospitality Taxes (Hospitality Tax # _____)
- Hazardous Materials Permit (Permit # _____)
- Precious Metals Permit
- Landfill Permit
- Other (Please describe) _____

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

- Financial difficulties/bankruptcy
- Bought by another business
- Personal reasons
- Annexation (month/year _____)
- Better business environment in new location
- Not interested in keeping business open
- Other (Please describe) _____

Notifying Person's Information

Signature _____ Printed Name _____ Date _____

Relationship to Business (owner, agent, etc.) _____

Signature of BSC staff: _____ Date: _____