



**SHELBY COUNTY BUSINESS REVENUE OFFICE**

SALES, USE, RENTAL, LEASE, TOBACCO, LODGING TAX  
200 WEST COLLEGE STREET - ROOM 115  
COLUMBIANA, AL 35051

Patricia A. Ross  
Taxation and Related Services  
Supervisor  
Phone: 205.670.6520  
Fax: 205.669.8781

**Request to Close Account**

Please complete the following information:

Taxpayer ID number (Shelby County Account Number): \_\_\_\_\_

Business Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Date of Closing: \_\_\_\_\_

Reason for Closing: \_\_\_\_\_

If sold, provide the new owner's contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_