

CITY OF GRAND JUNCTION -- ACCOUNT CHANGE OR CLOSURE FORM

ACCOUNT NAME _____ ACCOUNT # _____

(1) _____ Mailing Address Change

New Address: _____

(Please promptly notify the City of any changes to your mailing address to ensure your timely receipt of all information from our office.)

(2) _____ Business Location Change

New Location: _____

(If your business moves to a location outside of the City limits and all business is conducted outside the City limits, you need to close your account--see (5) below.)

Office Use Only: Copy to C/D _____ Zoning Change _____

(3) _____ Business Name Change (not ownership change)

New Name: _____

(For business name change only, if you have an ownership change where the ID # in the form of Social Security # or Federal Identification Number FEIN changes you must complete (4) below.)

(continued on the reverse side)

Name of Person Completing This Form _____ Title _____

Today's Date _____ Telephone # _____

Call (970) 244-1521 with questions. City processing date ____/____/____ Initials _____

(4) _____ Business Entity and /or Ownership Change

New Type: _____ Individual _____ Partnership _____ LLC _____ Joint Venture
_____ Corporation _____ Non Profit Corporation _____ Other _____
NEW ID # _____

Closure Date of Old Business ____/____/____ Starting Date of New Business ____/____/____

(ID # is Social Security # for individual entities or Federal Identification Number FEIN for all others. The City will automatically send a new sales tax application form for the new business. You must file all outstanding returns.)

(5) _____ Business/Account Closure Closure Date ____/____/____

(You must file all outstanding returns in order to close your sales tax account. You must file even if no tax was collected.)

(6) _____ Request for Change in Filing Status: FROM ____ monthly ____ quarterly ____ annual
TO ____ monthly ____ quarterly ____ annual Reason for request: _____

(7) _____ I choose not to use the City of Grand Junction provided sales tax booklets.

I understand that a booklet will not be mailed to me next year.

(Forms other than the booklet provided by the City must conform to the City's return format and include the filing period, due date, and account number in order to be accepted for processing.)