



City of Santa Clara  
Municipal Services Division - Business Tax Unit  
1500 Warburton Ave, Santa Clara, CA 95050-3796  
Phone: (408) 615-2310  
businesslicense@santaclaraca.gov

## Account Closure Request

Business Name \_\_\_\_\_ Certificate # \_\_\_\_\_

Please provide the business address you would like to close.

If you have a consolidated account with multiple locations, please list all locations you would like to close in the additional information section below.

Business Address \_\_\_\_\_

\_\_\_ No Longer in Business

\_\_\_ Moved within City of Santa Clara (New Business Tax Affidavit attached)

\_\_\_ No Longer Conducting Business within the City of Santa Clara

\_\_\_ Business has been sold on \_\_\_\_\_ (Date)

\_\_\_ Ownership Change (New Business Tax Affidavit attached)

Additional Information:

I, \_\_\_\_\_, declare under penalty of perjury that the above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
SSN/Federal Tax ID #

\_\_\_\_\_  
Date

Note: This information may be shared with other government agencies.