

Phone: 816-513-1120
Fax: 816-513-1075
E-file: kcmo.gov/quicktax

PLEASE COMPLETE THIS FORM IF YOU ARE NO LONGER IN BUSINESS
THIS INFORMATION IS NECESSARY IN ORDER TO CLOSE YOUR ACCOUNT AND AVOID POSSIBLE TAX ASSESSMENTS

CLOSE EXISTING ACCOUNTS (check all that apply and list account ID)

<input type="checkbox"/> Business License Account	<input type="checkbox"/> Convention & Tourism - Hotel Account	<input type="checkbox"/> Utilities Account: Cable Company
<input type="checkbox"/> Profits Account	<input type="checkbox"/> Convention & Tourism - Food Account	<input type="checkbox"/> Utilities Account: Wireless Telephone Company
<input type="checkbox"/> Withholding Account	<input type="checkbox"/> Utilities Account: Telephone Company	<input type="checkbox"/> Utilities Account: Gas, Electric, or Steam Company
<input type="checkbox"/> Arena (Car Rental)	<input type="checkbox"/> Arena (Hotel/ Motel)	DATE CLOSED / / MM DD YY
1. LEGAL NAME		2. FEIN or SSN
3. BUSINESS NAME (IF APPLICABLE)		
4. ADDRESS		
5. REASON CLOSED		

Notes:

If closing multiple accounts of the same type attach a listing of account ID's to be closed
Operating a business without a license is an ordinance violation. The Revenue Division routinely conducts audits to verify compliance. This form is accepted subject to such review.
In the event that it is found that business activities continued after the date listed, penalties and interest will be applicable in addition to the delinquent taxes owed.
A final return is required for the accounting period, or portion thereof, prior to closure. **This form is NOT intended to be used in place of a final return.** Be aware that submitting this form will not stop delinquency notices or current collection and legal action for tax periods prior to business closure.

Instructions for completing Notice to Close Account

- Line 1. Enter legal name
- Line 2. Enter Federal Employer Identification Number or Social Security Number, if sole proprietor
- Line 3. Enter Doing Business Name, if any
- Line 4. Enter mailing address
- Line 5. Enter reason activities ceased in Kansas City, Mo.

REMEMBER: The absence of physical presence (i.e. a brick and mortar location) does not mean that business activities ceased in Kansas City, Mo. without considering all factors such as employee presence and sales into Kansas City, Mo. A business license may still be required.

Mail to: City of Kansas City, Missouri, Revenue Division, 414 E. 12th St., Kansas City, MO 64106-2786

Under penalties of perjury, I declare this return to be a true, correct, and complete accounting for the taxable year stated.

Print Name of Taxpayer	Signature	Title	Date	Phone
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