



I am requesting to (click one) **CLOSE** or **CHANGE** my sales tax and/or business license account.

**Avon Account number:** \_\_\_\_\_ **Effective date** of requested closure or change: \_\_\_\_\_

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

DBA: \_\_\_\_\_

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

**Email address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason for request:**

- Business has closed and ceased all operations
- Business no longer makes sales, deliveries, or conducts business in Avon
- Change in Business Ownership -New Owner \_\_\_\_\_
- Business has moved
  - Into Avon (address) \_\_\_\_\_
  - Out of Avon. Will you still be making deliveries or doing business in Avon? YES NO
- New Physical and/or Mailing address or other contact information (please specify):  
\_\_\_\_\_
- Change Filing Frequency to (check one): MONLTHLY QUARTERLY ANNUALLY
- Other – please specify and be as detailed as possible \_\_\_\_\_  
\_\_\_\_\_

**Person requesting this change:**

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

Once your request is processed, a confirmation of the change or closure will be emailed to you.

[salestax@avon.org](mailto:salestax@avon.org) p: 970-748-4046 f: 970-949-9139 [www.Avon.org](http://www.Avon.org)