



Washington County  
April Crabtree  
Commissioner of the Revenue  
Email: [COR@washcova.com](mailto:COR@washcova.com)

One Gov Center Place Suite C  
Abingdon, Virginia 24210  
(276) 676-6270  
(276) 676-6530 (Fax)

### Business Closure Form

The Business Closure form is used when a business operating in Washington County has ceased operations permanently or has ceased operations in Washington County and moved to a different jurisdiction.

Fill out the form below as it applies to the changes in your business. Be sure to include the status of any assets.

Our office is open from 8:00 am until 5:00 pm, Monday through Friday, except for county holidays. Appointments are not necessary. If you have any questions about this form, you can reach the office by telephone and by email. Responses can be mailed, emailed or faxed.

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Business Name: \_\_\_\_\_  
Is the Business closed? \_\_\_\_\_ (yes/no) Closed Date: \_\_\_\_\_  
Did the business close and move to another jurisdiction? \_\_\_\_\_ (yes/no)  
Move Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
New Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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#### Status of Assets

Disposed of \_\_\_\_\_ (yes/no) Disposal Date: \_\_\_\_\_  
Personal Use \_\_\_\_\_ (yes/no) Change Date: \_\_\_\_\_  
Sold \_\_\_\_\_ (yes/no) Sold Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Received Date: \_\_\_\_\_ COR: \_\_\_\_\_

1 GOVERNMENT CENTER PLACE, SUITE C  
ABINGDON, VIRGINIA 24210  
276.676.6270 REAL ESTATE: 276.676.6271  
FAX: 276.676.6530 EMAIL: [COR@washcova.com](mailto:COR@washcova.com)