



**City of Newnan**  
25 LaGrange Street  
Newnan, Georgia 30263  
Phone: 770-254-2351  
Fax: 770-254-2353  
[www.ci.newnan.ga.us](http://www.ci.newnan.ga.us)

## ***Business Closed / Business Transfer Form***

Please submit this form along with the current year occupational taxes due to the Finance Department at the address listed above as soon as possible so that you do not receive renewals, property tax bills, or any other notices related to this business. However, keep in mind that if you were operating this business as of January 1st of the current year, even if the business has closed, you may be subject to personal property taxes for the year.

Closed Business      Sold Business to: \_\_\_\_\_  
(Enter New Owner's Name)

Name of Business: \_\_\_\_\_

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

Certificate No: \_\_\_\_\_ Closed Date/Transfer Date: \_\_\_\_\_

**Calculation of Year-to-date Taxes Due:**

**Occp Tax Certificate Surrendered  
and attached.**

Year-to-Date gross receipts \$ \_\_\_\_\_

Taxable Base \_\_\_\_\_

(Gross receipts / 1,000) \_\_\_\_\_

Tax Rate                      X \_\_\_\_\_

Taxes Due                    \$ \_\_\_\_\_

Miscellaneous Charges    \$ \_\_\_\_\_

Total Amount Due

\_\_\_\_\_  
Signature of Current Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Current Owner

Additional Information: