



City of Adams

How to CLOSE a Business for Business License & Business Tax

If your business is no longer operating, please do the following:

☐ Close with **the State of Tennessee Department of Revenue (615) 253-0600** or following this link to request help. <https://revenue.support.tn.gov/hc/en-us/requests/new>

☐ File a **FINAL business tax return** with **State of Tennessee Department of Revenue** on the **TNAP website**. <https://tntap.tn.gov/eservices/>

- Please file the return **EVEN** if you have **ZERO** gross sales to report because your business tax account will still show open for State of Tennessee. You will receive letters from State of Tennessee could be penalized for not filing a **FINAL** Business Tax Return and sent to collections division.

☐ Notify the **Robertson County Assessor's** office that your business has closed. Call them at **(615) 384-4311**.

NOTE: Personal Property is not prorated. January 1 is the target date.

☐ Check with the **Robertson County Trustee's** office for any unpaid taxes. **(615) 384-4238** and **Adams City Hall** at **(615) 696-2593**.

☐ Fill out this form and mail to City of Adams at PO Box 67 Adams TN 37010.

BY SIGNING THIS FORM, YOU ARE CONFIRMING YOU HAVE COMPLETED THE TASKS LISTED ABOVE

Name of Business: _____

Address: _____

Type of Business: _____

Owner of Business: _____

Date of Closure of Business: _____

Print Name: _____ Signature: _____ Date: _____

Reference Source: <https://revenue.support.tn.gov/hc/en-us/articles/360057608711-BUS-23-Closing-a-Business-Tax-Account>