



**BUSINESS LICENSING
CITY OF UNION CITY**

DECLARATION OF CLOSED BUSINESS

Use this form to deactivate an account that is no longer conducting business in Union City. If more than one entity within a combined group is deactivating the entities' business accounts, complete this forms for each entity that is no longer conducting business in Union City.

Please Note: Completion of this form does not relieve the taxpayer of the liability for taxes, penalties, or interest owed to the City of Union City

Business License Number of Closing Business: _____

Registered Taxpayer Name: _____

DBA (Doing Business As) Name: _____

Step 1 – Reason For Deactivating Business Account

Mark the appropriate box below that indicates the reason taxpayer ceased operation in Union City and provide all requested information.

No longer conducting business in Union City As of: _____
(mm/dd/yyyy)

Business sold or transferred to new owner. As of: _____
Please provide new ownership information on the lines below: (mm/dd/yyyy)

New Owner or Business Name Phone Number

Mailing Address

Name of Property Holder Address Phone Number

➡ YOU MUST COMPLETE STEP 2, SIGN, AND DATE ON THE REVERSE SIDE ➡

(If this form is not signed by an authorized representative of the business, it will be returned without processing)



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DECLARATION OF CLOSED BUSINESS – continued

Step 2 – Nexus in Union City

In order to deactivate a business account, you must be able to respond “NO” to each of the questions below. If the “YES” box is checked on any one of the questions, then the current ownership is still conducting business in Union City.

		Does the business
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	... maintain a fixed place of business within Union City?
<input type="checkbox"/>	<input type="checkbox"/>	... exercise corporate or franchise powers within Union City?
<input type="checkbox"/>	<input type="checkbox"/>	... own, rent, or lease real property within Union City for business purposes?
<input type="checkbox"/>	<input type="checkbox"/>	... maintain a stock of tangible personal property within Union City for sale?
<input type="checkbox"/>	<input type="checkbox"/>	... solicit business within Union City during a tax year?
<input type="checkbox"/>	<input type="checkbox"/>	... perform work or render services within Union City during a tax year?
<input type="checkbox"/>	<input type="checkbox"/>	... utilize the street within Union City in connection with the operation of motor vehicles for business purposes during a tax year?

If you answered “NO” to all of the questions above, the currently registered entity is not conducting business in Union City. Make sure the reverse side of this form is completed, then sign and date below.

*If selling a rental or leased property, please provide a copy of a Settlement Statement. If moving into a rental property for personal use, please provide copy of current Telephone and/or Cable TV billing. Additional information may be required for proof verification.

Warning: Providing false information on this form may result in the City pursuing civil and/or criminal penalties that may be imposed for underpayment of business license taxes under the provisions of the Union City Municipal Code

I certify under penalty of perjury that I am the taxpayer (including an officer, general partner, member manager, executor, trustee, fiduciary, or other individual with the authority to bind the taxpayer), or an agent of the taxpayer authorized to sign this form on behalf of the taxpayer pursuant to a validity executed Power of Attorney, and I have examined the foregoing declaration, and the information thereon is, to the best of my knowledge and belief, true and correct, and fully compliant with all the requirements set forth by the City of Union City. I acknowledge that I am required to complete this form in its entirety and understand this statement is subject to audit.

SIGNATURE: _____ NAME & TITLE: _____

DATE: _____ PHONE NUMBER: _____ Email: _____

Once completed please submit to:

Business Licensing, 34009 Alvarado-Niles Rd., Union City, CA 94587
(Office Hours are 8-6pm, Mon-Thu & 8-5pm, Fri – Closed every other Fri)

Tel: 510-675-5312 / Fax: 510-489-5074 / Email: Biz-License@unioncity.org / Website: www.unioncity.org