



BrightonSM

ACCOUNT CHANGE OR CLOSURE FORM INSTRUCTIONS

The Account Change or Closure Form must be used to notify the City of Brighton Sales Tax Office or Non-Retail Business License Office of name/address changes, or to notify the City of Brighton that you are no longer liable for City of Brighton Sales Tax.

A. Change in Ownership

If there has been a change in ownership and you are the new owner, you must request a Retail or Non-Retail Business License Application form for a new account to be established.

FEIN: This is your Federal Employer's Identification Number. Please enter your FEIN number. A new FEIN number will require a new City of Brighton Sales Tax Account. Please fill out a Retail or Non-Retail Business License Application form.

B. Change of Name or Address

Use the right hand block to change any portion of your name/address. Mail the completed form to the City of Brighton and continue to file the sales tax returns, if applicable. If you are changing a corporate name, you must include the Amended Articles of Incorporation from the Secretary of State's Office.

C. Date of Closure

Check the appropriate tax type box and indicate the date your account should be closed. This box should be checked ONLY if:

1. Your business was sold or discontinued.
2. You are no longer liable for the license or sales tax indicated.
3. The structure of your business changed and a new FEIN number was issued.
4. Your corporation merged into another corporation.

Mail the completed form to: City of Brighton, 500 S. 4th Avenue, Brighton, CO 80601

Use this form to notify the City of Brighton of name and/or address changes or to notify the Sales Tax Office that the account should be closed.

ACCOUNT CHANGE OR CLOSURE FORM

ACCOUNT NUMBER:		Reason for closure (if applicable): <input type="checkbox"/> Business was sold or discontinued. <input type="checkbox"/> No longer liable for the license or sales tax indicated. <input type="checkbox"/> Structure of your business changed, a new FEIN number was issued. <input type="checkbox"/> Corporation merged into another corporation. <input type="checkbox"/> List other: _____		DATE ACCOUNT CLOSED:	
FEIN OR SS#:				<input type="checkbox"/> RETAIL SALES TAX LICENSE <input type="checkbox"/> NON-RETAIL BUSINESS LICENSE	
FOR ACCOUNT CHANGES:					
NAME AND ADDRESS AS LISTED ON ACCOUNT:			NEW NAME AND/OR ADDRESS:		
NAME:			NAME:		
ADDRESS:			ADDRESS:		
CITY:	STATE:	ZIP:	CITY:	STATE:	ZIP:
TELEPHONE NUMBER:			TELEPHONE NUMBER:		
E-MAIL ADDRESS:			E-MAIL ADDRESS:		
MAIL TO: CITY OF BRIGHTON 500 South 4 TH AVENUE, BRIGHTON, CO 80601			AUTHORIZED SIGNATURE:		
PLEASE INDICATE WHETHER THE BUSINESS IS LOCATED <input type="checkbox"/> INSIDE CITY LIMITS <input type="checkbox"/> OUTSIDE CITY					