



BUSINESS PERSONAL PROPERTY AFFIDAVIT

To be removed from consequent Personal Property Grand List(s) please complete this affidavit and provide at least two of the following: *(check all that apply)*

- Cancellation of Trade Name certificate *(from Portland Town Clerks Office)*
- Letter of dissolution from the State of Connecticut
- Business checking account termination statement
- Statement from phone service indicating cancelled phone number
- Lease termination statement from landlord

Comments: _____

AFFIDAVIT OF BUSINESS TERMINATION OR MOVE OR SALE OF BUSINESS OR PROPERTY

I _____ of _____ at _____
Business or property owners name Business Name (if applicable) Street location

With regards to said business or property I do so certify that on _____ Said business or property was (indicate which one by circling):
Date

SOLD TO: _____
Name Address

Moved TO: _____
City/Town and State to where business or property was moved Address

TERMINATED: Attach Bill of Sale or Letter of dissolution to this form and return it with this affidavit to the Assessor's office

The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.

Signature

Print name

For assessors use only:

- Approved**, Account # _____ has been terminated as of the _____ Grand List.
- Not approved** for following reasons: _____

Assessor Signature: _____ **Date:** _____



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Closing or Ending a Business in Connecticut

If you are closing your Connecticut business or if your out-of-state business will no longer be conducting business in Connecticut or if you are no longer subject to one for which you are registered, you can log into the [Taxpayer Service Center \(TSC-BUS\)](#) and click "Close Business or Tax Types" under Business Profile on the left toolbar.

1. [Sales and Use Taxes](#)
2. [Corporation Business Tax](#)
3. [Withholding Tax](#)
4. [Business Entity Tax](#)
5. [Insurance Premium and Health Care Center Taxes](#)

Closing Sales and Use Taxes (If you do not have Internet access to use the TSC)

If the business holds a **Sales and Use Tax Permit**, and will no longer be making sales, you must follow these steps to cancel the Sales and Use Tax Permit:

- File a final sales and use tax return (Form OS-114). Complete all parts of the return, including the bottom of the front page of the return that asks for the last date of business and sign the return.
- Write the word "FINAL" prominently across the top of the return (OS-114)
- Fill out the back of the Sales and Use Tax Permit (blue card) with your last date of business, and enclose it with the final return
- Mail your final return and permit card to the address on the form.

Closing Corporation Business Tax

You may not close the corporation business tax account until you dissolve (if a domestic corporation) or withdraw (if a foreign corporation) with the Connecticut Secretary of the State. You may download the appropriate forms for dissolution or withdrawal on the [Secretary of the State's Website](#) or contact the Office of the Secretary of the State for information and forms at 860-509-6000.

After you dissolve or withdraw with the Secretary of the State, DRS will be notified and your corporation business tax account will be closed automatically.

Remember, you are required to file a final **Form CT-1120**, *Connecticut Corporation Business Tax Return*. The corporation business tax applies to any year or part of a year when the corporation was in existence.

Closing Withholding Tax (if you do not have Internet access to the TSC)

If an employer goes out of business or permanently stops paying wages, the employer should notify DRS immediately by filing **Form CT-941**, *Connecticut Quarterly Reconciliation of Withholding*, for the current quarter. The employer should check the box indicating that the employer no longer has employees and enter the last payroll date on the line provided on **Form CT-941** or send written notification to:

Department of Revenue Services
Registration Unit
PO Box 2937
Hartford CT 06104-2937

An employer must also file Form **CT-W3**, *Connecticut Annual Reconciliation of Withholding*, issue Forms W-2 to all employees showing their wages and withholding, and submit copies of all Forms W-2 to the Department of Revenue Services.

If the business had employees, you must also cancel its registration with the [Connecticut Department of Labor](#).

Closing Business Entity Tax (if you do not have Internet access to use the TSC)

You may not close the business entity tax account until you dissolve (if a domestic S corporation, limited liability company, limited liability partnership or limited partnership) or withdraw (if a foreign S corporation, limited liability company, limited liability partnership or limited partnership) with the Connecticut Secretary of the State. You may download the appropriate forms for dissolution or withdrawal on the [Secretary of the State's Website](#).

After you dissolve or withdraw with the Secretary of the State, notify DRS and we will close the business entity tax account.

Remember, you are required to file a final **Form OP-424, Business Entity Tax Return**. The business entity tax applies to any year or part of a year when the organization was in existence. You are also required to file a final **Form CT-1065/CT-1120SI, Composite Income Tax Return**. For detailed information on filing requirements visit the webpage for either:

- [S Corporation Tax Information](#) OR
- [Partnerships, LLCs and other Pass-Through Entities](#).

Closing Insurance Premiums Tax and Health Care Center Taxes (Domestic and Foreign Insurance Companies)

Insurance companies wishing to inactivate their DRS tax registration (go out of business) for the Connecticut Insurance Premiums Tax or Health Care Center Tax must contact the Connecticut Insurance Department at 860-297-3814. Once verified and approved, the Connecticut Insurance Department will forward the information directly to DRS to be used to inactivate the tax registration of the insurance company or health care center. DRS will not accept a request to cancel a tax registration for the Insurance Premiums Tax or Health Care Center Tax directly from the insurance company.

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450 Columbus Blvd., Suite 1, Hartford, CT 06103 / Phone: 860-297-5962

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