

**BUSINESS/ACCOUNT
CANCELLATION FORM**

SECTION I BUSINESS INFORMATION

Legal Name (For individual applicants give your full legal name)	FEIN
Trade Name or DBA (if different from Legal Name)	SSN (sole proprietor's if FEIN does not exist)

SECTION II STATE/LOCAL SALES TAX LICENSE CANCELLATION INFORMATION

Sales Tax License is non-transferable.

Sales Tax Account ID	Reporting and Paying Under Another Account ID Number: <input type="checkbox"/> State/Local Tax Account ID: _____
<input type="checkbox"/> Business Discontinued <input type="checkbox"/> No Taxable Sales for: <input type="checkbox"/> State/Local Tax <input type="checkbox"/> Philadelphia Local Tax <input type="checkbox"/> Allegheny County Local Tax	Cancellation Date

SECTION III EMPLOYER WITHHOLDING TAX CANCELLATION INFORMATION

Employer Withholding Tax Account ID	Reporting and Paying Under Another Account ID Number: <input type="checkbox"/> Employer Withholding Tax Account ID: _____
Reason for Final Cancellation: <input type="checkbox"/> No Longer has Employee(s) Subject to PA Personal Income Tax <input type="checkbox"/> Business Closed or Sold <input type="checkbox"/> Other _____	Final Cancellation Date

SECTION IV PUBLIC TRANSPORTATION ASSISTANCE FUND TAXES AND FEES/VEHICLE RENTAL TAX INFORMATION

PTA License is non-transferable.

PTA Tax Account ID	Business Discontinued Date
Reporting and Paying Under Another Account ID Number: <input type="checkbox"/> PTA Tax Account ID: _____ <input type="checkbox"/> VRT Tax Account ID: _____	
Vehicle Rental Tax Information: Sales Tax Account ID	Business Discontinued Date

SECTION V TOBACCO PRODUCTS LICENSE CANCELLATION INFORMATION

Tobacco Products License is non-transferable.

Tobacco Products License Number	Business Discontinued Date
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SECTION VI AFFIRMATION

I hereby state under penalty for unsworn falsification to authorities (pursuant to 18 Pa.C.S. § 4904) that the undersigned has reviewed this document and the answers and information provided herein are true, correct and complete to the best of my knowledge, information and belief.

Name	Signature	Date
Title	Email Address	Telephone Number

Instructions for REV-1706

Business/Account Cancellation Form

This form must be completed if the business was discontinued, sold or ceased operations in Pennsylvania. **e-TIDES users may make changes directly to their accounts at www.etides.state.pa.us by using the "Enterprise maintenance" function.** This form should be used for state/local sales/use tax, employer withholding tax, Public Transportation Assistance Fund taxes and fees, vehicle rental tax and Tobacco Products licenses. When using this form for multiple taxes, the Account ID Numbers for the corresponding taxes must be entered.

LINE INSTRUCTIONS

SECTION II

STATE/LOCAL SALES TAX LICENSE CANCELLATION INFORMATION PENNSYLVANIA

Complete this section to cancel a state sales tax license when a business:

- Was discontinued, sold or ceased operations in Pennsylvania;
- No longer makes taxable sales, rentals or leases;
- No longer provides taxable services in Pennsylvania; or
- Reports and pays under another Account ID Number.

LOCAL

Complete this section to advise the department that a business:

- Was discontinued, sold or ceased operations in Pennsylvania;
- No longer makes sales, rentals or leases, or provides taxable sales or services subject to local sales tax;
- No longer reports use tax on property used or services provided within Philadelphia or Allegheny County on which no local sales tax was paid; or
- Reports and pays under another Account ID Number.

SECTION III

EMPLOYER WITHHOLDING TAX CANCELLATION INFORMATION

If the business was sold, closed or no longer has employee(s) subject to PA personal income tax, complete this section. Provide the reason for the cancellation and the required cancellation dates on this form. **If the EIN is changed by the Internal Revenue Service, a new registration (PA-100) must be completed.**

SECTION IV

PUBLIC TRANSPORTATION ASSISTANCE FUND TAXES AND FEES/VEHICLE RENTAL TAX INFORMATION

If the business no longer has sales, rentals or leases subject to PTA/VRT taxes and fees, or the sales tax license was cancelled, indicate business-discontinued date on the form. If the business reports under another Account ID Number, indicate the new Account ID Number on the form.

SECTION V

TOBACCO PRODUCTS LICENSE CANCELLATION INFORMATION

If cigarettes are no longer sold or if the sales tax license was cancelled, complete this information and indicate the date the business ceased selling cigarettes.

SECTION VI

AFFIRMATION

Sign and date the form. Include a daytime telephone number, title and email.

Fax or Email the completed form to:

Fax: 717-787-3708

Email: RA-BTFTREGISFAX@PA.GOV

REGISTRATION METHOD

To register, complete the Pennsylvania Online Business Entity Registration (PA-100) at www.pa100.state.pa.us.