

**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 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"/> Sales Tax Account ID: _____
<input type="checkbox"/> Business Discontinued	Cancellation Date

SECTION III WITHHOLDING ACCOUNT 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 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 _____	Cancellation Date
Other Income Withholding Account ID	Reporting and Paying Under Another Account ID Number: <input type="checkbox"/> Account ID: _____
Reason for Cancellation: <input type="checkbox"/> No Longer Withholding PA Personal Income Tax <input type="checkbox"/> Business Closed or Sold <input type="checkbox"/> Other _____	Cancellation Date
Retirement Withholding Account ID	Reporting and Paying Under Another Account ID Number: <input type="checkbox"/> Account ID: _____
Reason for Cancellation: <input type="checkbox"/> No Longer Withholding PA Personal Income Tax <input type="checkbox"/> Business Closed or Sold <input type="checkbox"/> Other _____	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: VRT 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
---------------------------------	----------------------------

SECTION VI CONSUMER FIREWORKS TAX CANCELLATION INFORMATION

Consumer Fireworks Tax Account ID	Business Discontinued Date
-----------------------------------	----------------------------

SECTION VII WINE EXCISE TAX CANCELLATION INFORMATION

Wine Excise Tax Account ID

Business Discontinued Date

SECTION VIII 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

REV-1706 IN (TR) MOD 12-22

This form must be completed if the business was discontinued, sold or ceased operations in Pennsylvania. **For immediate updates, users may make changes directly to their accounts at mypath.pa.gov.** This form should be used for state/local sales/use tax, employer withholding tax, Public Transportation Assistance Fund taxes and fees, vehicle rental tax, Tobacco Product license, consumer fireworks tax and wine excise tax. When using this form for multiple taxes, the Account ID Numbers for the corresponding taxes must be entered.

LINE INSTRUCTIONS

SECTION II

SALES TAX LICENSE CANCELLATION INFORMATION

Complete this section to cancel a 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.

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.

OTHER INCOME WITHHOLDING

If the business was sold, closed or no longer withholding on non-wage sources and issues forms 1099-MISC or 1099-NEC, complete this information and indicate the final cancellation date.

RETIREMENT WITHHOLDING

If the business was sold, closed or no longer withholding tax on retirement income and issues forms 1099-R, complete this information and indicate the final cancellation date.

If the EIN is changed by the Internal Revenue Service, a new registration 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 or other tobacco products are no longer sold or if the sales tax license was cancelled, complete this information and indicate the date the business ceased selling cigarettes and other tobacco products.

SECTION VI

CONSUMER FIREWORKS TAX CANCELLATION INFORMATION

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

SECTION VII

WINE EXCISE TAX CANCELLATION INFORMATION

If the business is no longer a direct wine shipper licensed in Pennsylvania and is no longer responsible to collect and pay wine excise tax, or the sales tax retail license was cancelled, complete this information and indicate the business-discontinued date on the form.

SECTION VIII

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 Tax Registration at mypath.pa.gov.