



**City of Greeley**  
Sales Tax Division  
1100 10th St., 3rd Floor  
Greeley, CO 80631  
Phone: (970) 350-9733  
Email: greeleysalestax@greeleygov.com

#### ACCOUNT CHANGE OR CLOSURE

Use this form to notify the City of Greeley of any change in the trade name (or/d/b/a), change of business or mailing address, contact person, or to notify the city that you want to close your sales tax account. If you are closing your account, please indicate the appropriate reason.

ACCOUNT NUMBER

Authorized Signature

Telephone Number

#### TRADE NAME OR ADDRESS CHANGE

CURRENT NAME AND ADDRESS

NEW BUSINESS ADDRESS

Name \_\_\_\_\_

Address \_\_\_\_\_

City/ST \_\_\_\_\_

Business Address

Mailing Address

#### BUSINESS CLOSURE

LAST DAY OF BUSINESS:        /        /

REASON:    ☐ Ownership has changed  
              ☐ Business has been permanently discontinued  
              ☐ Business has been sold

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_