



Serving the community one person at a time

Request to Close Business Tax Accounts

Request must be mailed or faxed to:
 Calcasieu Parish Sales/Use Tax Department
 P.O. Drawer 2050
 Lake Charles, LA 70602-2050
 337-217-4280 (telephone) 337-217-4281 (fax)

Complete required information on screen and print form. Sign at the bottom and send by fax or mail.

Note: A separate form is not necessary if the change applies to all taxes.

| | | | |
|------------|------|-------|-----|
| Legal Name | | | |
| Trade Name | | | |
| Address | City | State | Zip |

I hereby authorize the following account(s) be closed:

| | | |
|---|----------------|-------------------------|
| <input type="checkbox"/> Sales | Account Number | Close Date (mm/dd/yyyy) |
| <input type="checkbox"/> Hotel/Motel Occupancy | Account Number | Close Date (mm/dd/yyyy) |
| <input type="checkbox"/> Other *(Specify) _____ | Account Number | Close Date (mm/dd/yyyy) |

*Tax accounts other than the types listed above may require additional documentation for closure. Please contact our office for more information regarding documentation requirements.

| Authorization | |
|----------------|--------------------------|
| Contact Person | Daytime Telephone Number |
| Signature | Date (mm/dd/yyyy) |