



CITY OF SANTA CRUZ
 Finance Department
 1200 Pacific Ave, Suite 290
 Santa Cruz, CA 95060
 (831) 420-5070 Fax (831) 420-5051
 www.cityofsantacruz.com
 revenue@cityofsantacruz.com

Business License Discontinuance Notice

This form officially notifies the City of Santa Cruz you are no longer conducting business within the City of Santa Cruz's jurisdiction. Discontinuance of a Business License does not relieve the liability for taxes, penalties or interest owed to the City of Santa Cruz.

Business License number (DBA)	
Business Name	
Owner Name	
This business has been: <input type="checkbox"/> Discontinued <input type="checkbox"/> Discontinued in Santa Cruz <input type="checkbox"/> Sold (enter new owner information below)	
Date of Discontinuance	
New Mailing Address	
New Phone #	

NEW OWNER INFORMATION (Fill this section out ONLY if business was sold or transferred to new owners)		
New Owner including Owner Name and Business Name		
Address	City	
State	Zip	Phone

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge. I am notifying this office of the discontinuance of the business in the City of Santa Cruz. I understand that this license is not transferable and any change in ownership or ownership type requires the filing of a new license application. I/We are the authorized representative(s) of the business.

Signature/Title	Print Name	Date
Contact Phone Number	Email	

Please email to Revenue@cityofsantacruz.com, or mail to:

City of Santa Cruz, Finance Department
 Revenue Division
 1200 Pacific Ave Suite 290
 Santa Cruz, CA 95060

For Office Use Only	
Date Processed:	<input type="checkbox"/> Discontinuance Notice Attached to Account
Amount Due on Account:	<input type="checkbox"/> Verified this account is not in Collections
Processor:	<input type="checkbox"/> Verified no other balances on other City Accounts