



# BUSINESS/ACCOUNT CANCELLATION FORM

LEGAL NAME: \_\_\_\_\_

TRADE NAME: \_\_\_\_\_

ENTITY ID (EIN/SSN): \_\_\_\_\_

## SECTION I. STATE/LOCAL SALES TAX LICENSE CANCELLATION INFORMATION

Sales Tax License is Non-Transferable

SALES TAX ACCOUNT ID \_\_\_\_\_

BUSINESS DISCONTINUED  NO TAXABLE SALES FOR:

STATE/LOCAL TAX AFTER DATE \_\_\_\_\_

PHILADELPHIA LOCAL TAX AFTER DATE \_\_\_\_\_

ALLEGHENY LOCAL TAX AFTER DATE \_\_\_\_\_

REPORTING AND PAYING UNDER ANOTHER ACCOUNT ID NUMBER:

STATE/LOCAL TAX \_\_\_\_\_

ACCOUNT ID \_\_\_\_\_

OTHER REASONS:

STATE/LOCAL TAX \_\_\_\_\_

PHILADELPHIA LOCAL TAX \_\_\_\_\_

ALLEGHENY LOCAL TAX \_\_\_\_\_

## SECTION II. EMPLOYER WITHHOLDING TAX CANCELLATION INFORMATION

EMPLOYER WITHHOLDING TAX ACCOUNT ID \_\_\_\_\_

REASON FOR CANCELLATION:

BUSINESS CLOSED OR SOLD DATE \_\_\_\_\_

NO LONGER HAS EMPLOYEE(S) SUBJECT TO PA PERSONAL INCOME TAX DATE \_\_\_\_\_

OTHER \_\_\_\_\_ DATE \_\_\_\_\_

REPORTING AND PAYING UNDER ANOTHER ACCOUNT ID NUMBER:

EMPLOYER WITHHOLDING TAX \_\_\_\_\_

ACCOUNT ID \_\_\_\_\_

## SECTION III. PUBLIC TRANSPORTATION ASSISTANCE FUND TAXES AND FEES/VEHICLE RENTAL TAX INFORMATION

PTA License is Non-Transferable

PTA TAX ACCOUNT ID \_\_\_\_\_

BUSINESS DISCONTINUED

REPORTING AND PAYING UNDER ANOTHER ACCOUNT ID NUMBER:

PTA TAX ACCOUNT ID \_\_\_\_\_

VRT ACCOUNT ID \_\_\_\_\_

DATE \_\_\_\_\_

VEHICLE RENTAL TAX INFORMATION:

SALES TAX ACCOUNT ID \_\_\_\_\_

BUSINESS DISCONTINUED DATE \_\_\_\_\_

## SECTION IV. CIGARETTE DEALER'S LICENSE CANCELLATION INFORMATION

Cigarette Dealer's License is Non-Transferable

CIGARETTE DEALER'S LICENSE NUMBER \_\_\_\_\_

NAME \_\_\_\_\_

SSN \_\_\_\_\_

MAIL TO: PA DEPARTMENT OF REVENUE  
PO BOX 280901  
HARRISBURG, PA 17128-0901

DATE \_\_\_\_\_

DAYTIME TELEPHONE \_\_\_\_\_

EXT. \_\_\_\_\_

( )

SIGNATURE/TITLE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

# INSTRUCTIONS FOR COMPLETING THE BUSINESS/ACCOUNT CANCELLATION FORM (REV-1706)

This form must be completed if the business has been discontinued, sold, or has ceased operations in Pennsylvania. **E-Tides users may make changes directly to their account at [www.etides.state.pa.us](http://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 & Fees, Vehicle Rental Tax and Cigarette Dealer's License. When using this form for multiple taxes, the Account ID Number(s) for the corresponding tax(es) must be entered.

## SECTION I. STATE/LOCAL SALES TAX

**PENNSYLVANIA** - Complete this section to cancel a state Sales Tax license when a business:

- Has been discontinued, sold, or ceased operations in Pennsylvania; or
- No longer makes taxable sales, rentals, or leases; or
- 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:

- Has been discontinued, sold, or ceased operations in Pennsylvania; or
- No longer makes sales, rentals, or leases, or provides taxable sales or services subject to local Sales Tax; or
- 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 II.

**EMPLOYER WITHHOLDING TAX.** If the business has been sold, closed, or if it no longer has employee(s) who are subject to PA Personal Income Tax, complete this information. 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 form (PA-100) must be completed.**

## SECTION III.

**PUBLIC TRANSPORTATION ASSISTANCE (PTA) FUND TAXES & FEES/VEHICLE RENTAL TAX (VRT).** If the business no longer has sales, rentals, or leases subject to PTA/VRT taxes and/or fees, and/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 IV.

### CIGARETTE DEALER'S LICENSE.

If cigarettes are no longer sold and/or if the Sales Tax license has been cancelled, complete this information and indicate the date the business ceased selling cigarettes.

### SIGN AND DATE THE FORM.

Include a daytime telephone number, title and e-mail, if applicable. Mail the completed form to:  
**PA Department of Revenue, PO BOX 280901, Harrisburg, PA 17128-0901.**

### REGISTRATION METHODS.

Register over the Internet at [www.paopenforbusiness.state.pa.us](http://www.paopenforbusiness.state.pa.us). To obtain a paper registration form (PA-100) and instructions, call the FACT & Information Line at 1-888-PA TAXES (1-888-728-2937), download the form from the Department's Web site at [www.revenue.state.pa.us](http://www.revenue.state.pa.us), or contact the Taxpayer Service and Information Center at (717) 787-1064; Service for Taxpayers with Special Hearing and/or Speaking Needs 1-800-447-3020 (TT only).