



## BUSINESS CLOSURE CHECKLIST

Please bring the following documents.

### **Business Information**

- Legal business name/DBA
- Structure
- Federal EIN/State Tax ID
- License numbers
- Owner contact info

### **Financial & Accounting Records**

- Final bank statements
- Final bookkeeping records
- Payroll records
- Outstanding invoices/AR
- Outstanding bills/loans/liabilities
- Inventory & asset list (sale/transfer/disposal)

### **Tax Obligations**

- File final federal income tax return
- File final state income tax return
- Final payroll tax returns (941, 940, W-2/W-3)
- Sales tax returns
- Cancel state tax accounts
- Confirm acceptance of final filings

### **Legal & Compliance**

- File articles of dissolution
- Cancel licenses/permits
- Notify creditors/landlords/vendors
- Notify employees & settle payroll
- Cancel insurance
- Close bank accounts

### **Documentation & Recordkeeping**



- Retain copies of final returns/filings/dissolution
- Retain payroll records (3-7 years)
- Retain accounting/financial records
- Document asset disposition/sale/transfers

**Additional Notes**

- Multi-state compliance
- Notify creditors/customers in writing
- Address pending contracts/leases
- Plan for personal liability exposure