



# Town of Kiawah Island

4475 Betsy Kerrison Parkway  
Kiawah Island, SC 29455  
Phone (843) 768-9166

[businesslicenses@kiawahisland.gov](mailto:businesslicenses@kiawahisland.gov)

## BUSINESS CLOSURE FORM

For business no longer located in *or* doing business in the Town of Kiawah Island

Thank you for doing business in Kiawah Island. We appreciate your contribution to the community. Please be sure to complete this form, so we may update our records. Please email the completed form to [businesslicenses@kiawahisland.gov](mailto:businesslicenses@kiawahisland.gov).

- **Any delinquent taxes and fees due at the time of closing still need to be paid.** Failure to pay will result in further enforcement efforts. Business license fees are based on Gross Receipts from the prior fiscal year. We will email you a final invoice to pay if any additional fees are owed. You need to provide income verification documentation to verify your final reported income. Page 2 tells you the documents that we accept.

### Business Information

1. Business Name \_\_\_\_\_ Business License Number \_\_\_\_\_
2. Gross Receipts for Prior Year \_\_\_\_\_ Gross Receipts for Partial Year \_\_\_\_\_
3. Doing Business As (if applicable) \_\_\_\_\_
4. Federal ID# or SSN \_\_\_\_\_ Owner Name \_\_\_\_\_
5. Date Business Started \_\_\_\_\_ Date Business Closed \_\_\_\_\_
6. Business Location \_\_\_\_\_

Type of Closing – Please select the most appropriate answer for your circumstances.

- Shut Down - No longer doing business at all
- Sold - Sold the business to another owner, please complete the section below
- Moved - No longer physically located in Charleston County
- Other (describe) \_\_\_\_\_

If the business was sold, please complete the section below

New Owner's Name \_\_\_\_\_

New Owner's Phone number \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Sale date \_\_\_\_\_

### Notifying Person's Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Relationship to Business (owner, agent, etc.) \_\_\_\_\_

Email \_\_\_\_\_

Business Official's signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit one of the following income verification documents:

1. Federal or state income tax return-must clearly show Kiawah gross receipts
2. Profit and Loss statement -must clearly show Kiawah gross receipts
3. Reports from the company's finance software that show Kiawah gross receipts
4. Contracts for Kiawah projects or sales
5. South Carolina state sales tax returns that show what income and taxes were reported for Kiawah
6. Signed letter from the company's CPA stating the company's Kiawah gross receipts and that they acknowledge it is correct
7. Notarized letter from business owner stating the company's Kiawah gross receipts and that they acknowledge it is correct
8. VRBO and Airbnb income reports that show Kiawah gross rental sales