



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)