

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 COUNTY 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 COUNTY LOCAL TAX _____

SECTION II. EMPLOYER WITHHOLDING TAX CANCELLATION INFORMATION

 EMPLOYER WITHHOLDING TAX
 ACCOUNT ID _____

REASON FOR FINAL 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 _____

 FAX OR EMAIL TO:
 FAX: 717-787-3708
 EMAIL: RA-BTFTREGISFAX@PA.GOV

DATE _____

DAYTIME TELEPHONE _____

EXT. SIGNATURE/TITLE _____

EMAIL ADDRESS _____

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

This form must be completed if the business was discontinued, sold or ceased operations in Pennsylvania. **e-TIDES users may make changes directly to their accounts at 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 and fees, vehicle rental tax and cigarette dealer's licenses. When using this form for multiple taxes, the Account ID Numbers for the corresponding taxes must be entered.

SECTION I. STATE/LOCAL SALES TAX

PENNSYLVANIA - Complete this section to cancel a state sales tax license when a business:

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

- Was discontinued, sold or ceased operations in Pennsylvania;
- No longer makes sales, rentals or leases, or provides taxable sales or services subject to local sales tax;
- 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. If the business was sold, closed or no longer has employee(s) subject to PA personal income tax, complete this section. 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 (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 fees, 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 or if the sales tax license was 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 email. Fax or Email the completed form to:

Fax: 717-787-3708

Email: RA-BTFTREGISFAX@PA.GOV

REGISTRATION METHODS

To obtain a PA Enterprise Registration Form, PA-100, visit **www.PA100.state.pa.us** or call the department's Forms Ordering Service at 1-800-362-2050. Service for Taxpayers with Special Hearing and/or Speaking Needs 1-800-447-3020 (TT only).