



BUSINESS/ACCOUNT CANCELLATION FORM

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 _____

PHILADELPHIALOCAL 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 _____

ALLEGHENYLOCAL TAX _____

SECTION II. EMPLOYER WITHHOLDING TAX FINAL REPORT INFORMATION

EMPLOYER WITHHOLDING TAX ACCOUNT ID

REASON FOR FINAL REPORT:

BUSINESS CLOSED OR SOLD DATE _____

NO LONGER HAS EMPLOYEES SUBJECTTO 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 TAXES AND FEES/VEHICLE RENTAL TAX INFORMATION

PTA License is Non –Transferable

PTATAX ACCOUNT ID

BUSINESS DISCONTINUED

DATE _____

REPORTING AND PAYING UNDER ANOTHER ACCOUNT ID NUMBER:

PTATAX ACCOUNT ID _____

VRT ACCOUNTID _____

VEHICLE RENTAL TAX INFORMATION:

SALES TAX ACCOUNT ID _____

BUSINESS DISCONTINUED DATE _____

SECTION IV. INDIVIDUAL OWNER(S), PARTNER(S)OR CORPORATE OFFICER(S) RESPONSIBLE FOR RETURN INFORMATION. Ownership change requires a new registration form.

NAME	SSN	NAME	SSN
MAIL TO: PA DEPARTMENT OF REVENUE DEPT. 280901 HARRISBURG, PA 17128-0901	DATE	DAYTIME TELEPHONE # ()	SIGNATURE
			TITLE

INSTRUCTIONS FOR COMPLETING THE BUSINESS/ACCOUNT CANCELLATION FORM (REV706)

This form must be completed if the business has discontinued, been sold, or has ceased operations in Pennsylvania. This form should be used for state/local Sales Tax, Employer Withholding Tax, Public Transportation Assistance Taxes & Fees, and Vehicle Rental Tax. When using this form for multiple taxes, the Account ID Number 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 discontinued, been 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 discontinued, been 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 employees who are subject to PA Personal Income Tax, complete this section. If the **EIN** is changed by the Internal Revenue Service, a new registration form (PA-100) must be completed. Indicate the reason for cancellation and required dates on the form.

SECTION III.

PUBLIC TRANSPORTATION ASSISTANCE (PTA) TAXES & FEES/VEHICLE RENTAL TAX (VRT). If the business no longer has sales, rentals, or leases subject to PT A/VRT taxes and/or fees, 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. If cancelling PTA tax, the license (REV-161) must be returned with this form.

SECTION IV.

OWNER INFORMATION. Enter the name(s) and Social Security Number(s) of the individual owner(s), partner(s) or corporate officer(s) responsible for any tax return information. If there are any changes in the owner(s), partner(s) or corporate officer(s), please provide a list of the changes. If the owner(s), partner(s) or corporate officer(s) have changed as a result of the restructure of a business (e.g., incorporated or purchased a business), a new registration form (PA-100) must be completed. The application (PA-100) will be provided, if necessary.

SIGN AND DATE THE FORM. Include a daytime telephone number and title. Mail the completed form to the **PA Department of Revenue, Dept. 280901, Harrisburg, PA 17128-0901.**

REGISTRATION METHODS. Register over the Internet using the Enterprise Registration On-Line PA-100 at <http://www.pa100.state.pa.us>. To obtain paper registration forms (PA-100) and instructions, telephone our toll-free FACT & Information Line at 1-888-PA TAXES (1-888-728-2937), download the form from the Internet at <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 Speaking Needs 1-800-447-3020 (TT only).