



**IMPORTANT NOTE: Send this form accompanied with the final sales and use tax return if you have discontinued or sold your business or mail separately if you file electronically.**

1. Federal Employer Identification Number:

2. Central Registration Number:

3. Date if Permanently Discontinued:

4. Name:

5. Street Address

City

State

Zip code + 4

6. Purchaser's Name and Address if Sold:

7. Date Sold:

8. Person Completing this Form:

9. Telephone Number:

10. Email Address:

11. Signature of Responsible Official:

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**INSTRUCTIONS FOR FILING**

Send this form accompanied with the final sales and use tax return if you have discontinued or sold your business or mail separately if you file electronically. Keep a copy for your records. Your name, Federal Employer Identification Number, Maryland central registration number and telephone number must be on all documents to assure proper processing and prevent posting errors. Mail to: **Comptroller of Maryland, Revenue Administration Division, 110 Carroll Street, Annapolis, MD 21411-0001.**