



City of Punta Gorda  
Business Tax Receipts  
**Going Out of Business Notification**

**TO ENSURE PROPER NOTIFICATION PLEASE COMPLETE THE FORM  
BELOW AND RETURN TO THE CITY CLERK'S OFFICE**

As required by the City of Punta Gorda, I hereby declare the under signed is going out of business. Please accept this as official notice.

Business Tax Receipt #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Date of Termination: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

**Business Owner Signature:** \_\_\_\_\_

**MAIL TO:**  
City Clerk's Office  
326 W. Marion Avenue  
Punta Gorda, Florida 33950

**E-MAIL TO:** [pgclerk@pgorda.us](mailto:pgclerk@pgorda.us)  
**FAX TO:** 941-575-3365