Date :

**To:** Internal Request Service

**Request :** Close Business Account/Cancel EIN

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fictitious Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(if applicable)

**Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for closing Account:**

Forming a Limited Liability Company and obtaining a new EIN

Please Close The Business Account Associated With The EIN Listed Above.

I Am Closing My Sole Proprietorship And Forming an LLC.

Please Let Me Know If You Have Any Question Or Need Anything Else.

I Have Included A Copy My Original EIN Assignment Notice.

\*\*Please Mail A Confirmation Letter To My Address Listed Above.

Thank You

Name:

Phone:

Email :