COUNTY OF MONTEREY TAX COLLECTOR
MARY A. ZEEB, TREASURER – TAX COLLECTOR
P.O. BOX 891, SALINAS, CA 93902-0891
PHONE: 831-755-5017; FAX # 831-759-6623
EMAIL: BUSINESS.TAX@CO.MONTEREY.CA.US

Date: _____

Deputy: _____

License # _____
For Internal Use Only

CESSATION OF BUSINESS FORM

Important Notice: An original signature of the owner or authorized corporate representative is required. Incomplete forms will not be processed.

SECTION ONE: CESSATION OF BUSINESS INFORMATION

Entity Name: _____   Telephone Number: _____

Agent Name: _____   Agent Title: _____

Trade Name (DBA): _____

TOT Certificate #: _____   Date of last transient occupancy tax stay: _____

Business Mailing Address: _____
(Number & Street)   (City)   (State)   (Zip Code)

Business Physical Address: _____
(Number & Street)   (City)   (State)   (Zip Code)
[ ] Check this box if the entity is ceasing business operations at this physical address only.

Email Address where tax statements/returns/account balances should be sent (only one email address may be designated):

Electronic Communications Disclosure: By providing County of Monterey Tax Collector with an email address, you agree and consent to receive electronic communications via email, including copies of tax statements, account balances or tax returns. The County of Monterey Tax Collector may also contact you via telephone, letter and other mediums of communication.

Business Type: [ ] Sole Proprietorship   [ ] Corporation   [ ] LLC   [ ] Partnership   [ ] Other: _____

Date Business Started Operating in Unincorporated Monterey County: _____

Date Business Ceased Operating in Unincorporated Monterey County: _____

Reason for Cessation: (attach additional sheet if necessary) _____

Submission Instruction: Submission of this Cessation of Business form must include a final TOT tax return through the date of closure. If the Cessation form is submitted without the final TOT tax return, it will be considered incomplete and will not be processed.

SECTION TWO: SIGNATURE

Monterey County Code (MCC) §5.40 governs transient occupancy tax in the county. Per MCC §5.40.170, any person violating any of the provisions of Chapter 5.40 shall be guilty of a misdemeanor and shall be punishable therefore as provided in §1.20.040B1 of the Monterey County Code.

I declare under penalty of perjury of the laws of the State of California that I am authorized to act on behalf of the above-named entity, and that the information provided herein is true and correct.

Signature of Owner/Agent	Print Name and Title	Date