

Instructions for Web Fill-In Forms

Getting Started

Save the PDF to
your computer



Use the latest
version of Adobe
Acrobat Reader
to complete the
form.



Guidelines

Do not handwrite
any information



Do not use
commas when
entering amounts

Enter Whole U.S. Dollars Only ☐

▶ 1. 99,999

Enter Whole U.S. Dollars Only ☒

▶ 1. 99999

Do not use brackets for
negative numbers. Use
a minus sign to show
the amount is negative.

Enter Whole U.S. Dollars Only ☐

▶ 1. [99999]

Enter Whole U.S. Dollars Only ☒

▶ 1. -99999

Printing

Use the print icon on
the form to ensure
you have completed
all required fields.



Do not select "print
on both sides of the
paper."

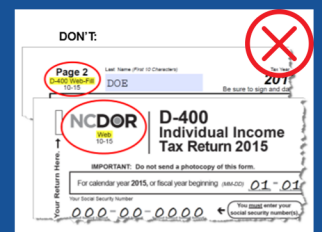


Set the page scaling
to "none." The Auto-
Rotate and Center
checkbox should be
unchecked.



Before Sending...

Do not mix form
types



Do not submit
photocopies of
returns. Submit
original returns only.



NC-BN Request to Close Tax Account



Part 1. Taxpayer Information

Individual's First Name	M.I.	Individual's Last Name	Individual's Social Security Number
Individual's Phone Number	Individual's Email Address		
Entity's Legal Name		Entity's Federal Employer ID Number	
Entity's Trade Name			
Contact Person's Name		Contact Person's Phone Number	
Contact Person's Email Address			
Mailing Address			
City	State	Zip Code	

Part 2. Tax Types and Closure Dates

(Select the tax type for the account(s) you would like to close and provide the Account/NCDOR ID and closure date for each account.)

Tax Type	Account/NCDOR ID	Closure Date

If signed by a corporate officer, partner, guardian, tax matters partner/person, executor, representative, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer.

Signature:

Date:

I certify that, to the best of my knowledge, this form is accurate and complete.

Name:

Title:

*If you registered via the Streamlined Sales Tax Registration System, do not use this form. Any updates must be made at sstregister.org.

Mail to: NC Department of Revenue, P.O. Box 25000, Raleigh, NC 27640-0001
(Do not send this form with a tax return.)