Checklist for Closing a Company

Check off each step and note the date it was completed.

ACCOUNTS RECEIVABLE AND PAYABLE	DATE COMPLETED
☐ Collect all final payments from clients.	
☐ Pay and close all open accounts. *Final costs typically include the final tax return, final employment taxes, and the articles of dissolution.*	
☐ Cancel business credit cards.	

TAXES AND LICENSES	DATE COMPLETED
☐ Notify licensing agencies and professional organizations.	
☐ Cancel any fictitious business name (DBA) filings.	
☐ Cancel county and city business licenses.	
☐ File final payroll forms, including Forms W-2 and final quarterly returns.	
☐ Close state sales tax and state unemployment insurance accounts.	
☐ File the final tax return. *Check the "final return" box.*	

STATE AND FEDERAL	DATE COMPLETED
☐ File dissolution paperwork with the state before the next filing period.	
☐ Close the business bank account. *After all final payments have cleared.*	
☐ Send the IRS a letter to close the business account associated with the EIN.	

Note: Keep copies of all final filings, confirmations, and closing letters with the company's permanent records.