

CHECKLIST FOR CLOSING A BUSINESS

You may have registrations with the Dept. of Revenue, Secretary of State, Employment Security Commission, other agencies, counties and municipalities. Unfortunately, you cannot close these Licenses/Permits/Registrations online.

To close your accounts with the South Carolina Department of Revenue:

- To close Department of Revenue accounts, go to <http://www.dor.sc.gov/> and complete paper form [C-278](#).

Send the document to:

The Dept. of Revenue
Registration Unit, SCDOR
PO Box 125
Columbia SC 29214.
Or fax: (803) 896-1843

- If you have already received a property tax bill from the county, complete a paper form [PT100](#) or equivalent. Write on the PT100 that you have stopped doing business and the date you stopped. Send the PT100 to the Department of Revenue using the address or fax above or the county depending whether the business is a retail business or service business.

To dissolve/terminate your business registration or cancel the authority to do business registration with the South Carolina Secretary of State:

- If your business is registered with the Secretary of State and you wish to dissolve/terminate or cancel your business registration, complete the appropriate paper form for your business type, which you can find at <http://www.sos.sc.gov>.

Domestic Corporation	Articles of Dissolution
Foreign Corporation	Application for Surrender of Authority to do Business
Domestic LLC	Articles of Termination
Foreign LLC	Certificate of Cancellation of Authority to Transact Business
Domestic Non-Profit	Articles of Dissolution

Corporation

Foreign Non-Profit Corporation [Application for Certificate of Withdrawal](#)

Domestic Limited Liability Partnerships [Application for Cancellation of Limited Liability Partnership](#)

Foreign Limited Liability Partnerships [Application for Cancellation of Limited Liability Partnership](#)

Send the document to

South Carolina Secretary of State
Attn: Business Filings Division
P.O. Box 11350
Columbia, SC 29211

To close your account with the South Carolina Department of Employment and Workforce:

- If you wish to close an unemployment account, write a letter to the SCDEW stating this and include the following details:
 - The unemployment account number
 - The reason for closing the unemployment account
 - If the business associated with the unemployment account has been sold or acquired
 - The date you wish the unemployment account to close (its effective date of closing)

Send this letter to:

SC Department of Employment and Workforce (SCDEW)
P.O. Box 995
Columbia, SC 29202.

To close your accounts with other State agencies

- If you have Licenses/Permits/Registrations with other agencies, contact those agencies directly.

To close your accounts with the county and municipalities

- If you have Licenses/Permits/Registrations with the counties or municipalities, contact them directly. Many businesses have at least one local business license.