

Small Business Closure Checklist



Closing a business is never an easy decision. There are a lot of moving pieces and things to consider. Use this Small Business Closure Checklist to ensure you protect your personal assets and limit unexpected complications.

Creditors

- Notify Creditors (suppliers, vendors, service providers, etc.)
- Collect Outstanding Accounts Receivable
- Settle Your Debts (be sure to get a letter stating your debt is paid in full, especially if settled for a lower amount)

Customers

- Contact Customers
- Wrap Up Contractual Obligations (deliver outstanding items/services or return deposits/payments for those not fulfilled)

Taxes

- File Final Employment Taxes (state & federal)
- File Final Income Tax Returns (state & federal)
- Submit Final Payroll Deposits
- Submit Final Employee Pension/Benefits Plan Return (Form 5500)
- Submit Final Sales Tax Forms (include payment for money due up to the closing date)
- Dissolve Your Partnership, Corporation, or LLC (may require tax clearance before filing)
- Report Partner's/Shareholder's Shares (Form 1065, Schedule K-1 or Form 1120-S, Schedule K-1)

Assets

- Sell Remaining Inventory
- Sell Business Assets (be sure to file Form 4797 or Form 8594 with the IRS)
- Distribute Remaining Assets
- Comply With Bulk Sales Laws (if applicable)

Employees

- Give Employees Notice (provide a timeline for closing and final paychecks)

Miscellaneous

- Notify Your Landlord (submit required lease termination notice, typically 30 days or more)
- Cancel Business Credit Cards
- Cancel Business Subscriptions
- Close Your Business Bank Account
- Cancel Permits & Licenses (city & state)
- Remove Your Social Media Profiles/Accounts
- Cancel Your Website Hosting/Sunset Your Website
- Update Search Engine Listings to "Permanently Closed"
- Provide Contact Information (give former business associates, employees, and creditors your phone, email, and address in case issues arise)