



# How to Close a Sole Proprietorship

File final forms and schedules whether in business a few months or many years.

## File Income Tax Return

File Schedule C (Form 1040 or Form 1040-SR), Profit or Loss from Business, with Form 1040, U.S. Individual Income Tax Return, or Form 1040-SR, U.S. Tax Return for Seniors.

- **Did you sell or exchange property?** File Form 4797, Sales of Business Property.
- **Did you sell your business?** File Form 8594, Asset Acquisition Statement.
- **Are you liable for self-employment tax?** File Schedule SE (Form 1040).

## Take Steps that Apply to Employees and Contract Workers

### Did you have one or more employees?

#### Deposit and File Employment Taxes

- Make final federal tax deposits.
- File Form 941, Employer’s Quarterly Federal Tax Return (or Form 944, Employer’s Annual Federal Tax Return), for the calendar quarter in which you make final wage payments.
- File Form 940, Employer’s Annual Federal Unemployment (FUTA) Tax Return, for the calendar year in which you paid final wages.
- Provide Forms W-2, Wage and Tax Statement, to your employees for the calendar year in which you make final wage payments.
- File Form W-3, Transmittal of Income and Tax Statements, to transmit Copy A to the Social Security Administration.
- Did your employees receive tips? File Form 8027 to report final tip income and allocated tips.
- Did you provide employees with a pension or benefit plan? File Form 5500, Annual Return/Report of Employee Benefit Plan.

### Did you pay contract workers?

#### Report Payments to Contract Workers

- Use Form 1099-NEC, Nonemployee Compensation. Use Form 1096, Annual Summary and Transmittal of U.S. Information Returns, to transmit paper copies of Forms 1099 to the IRS.
- Some filers must file Forms 1099 electronically.

## Close Your Business Account

**You must file all appropriate tax returns before the IRS can close your account.**

Send the IRS a letter with complete legal name of your business, employer identification number (EIN), business address and reason you wish to close your account. Include copy of the IRS notice issued with the EIN assignment, if you have it.

**Write to the IRS at:** Internal Revenue Service, Cincinnati, Ohio 45999.

## Pay Your Taxes

Visit [IRS.gov/payments](https://www.irs.gov/payments) for ways to pay your taxes.

