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**BUSINESS CESSATION FORM**

(ATTACH ANY WRITTEN REQUESTS RECEIVED FROM CUSTOMER TO THIS FORM)

Surname / Company name	<input type="text"/>				
First Name	<input type="text"/>				
Trading Name	<input type="text"/>				
PO BOX Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Village <input type="text"/>
Telephone Number	<input type="text"/>		Fax Number	<input type="text"/>	
eMail address	<input type="text"/>				

**Business Type (Please Tick)**

Sole trader       Company       Partnership       Non-Profit Organisation       Other

**I want to cease:**

A) Business Activity (s)  Which Activity (s)?

B) Business Locations  Which Location (s)?

C) Employing staff (PAYE)

D) VAGST       Intended Date of Ceasing:  /  /

**Income Tax**

When you cease business trading or an activity or a location, you must still complete and file all your Income Tax returns up to the date of the cessation.

**Employers**

When you cease business and stop employing, you must still complete all the Salary & Wage Tax (PAYE) returns up to the date of cessation.

Were you an employer?      Yes       No

What date did you stop or do you intend to stop employing?  /  /

**VAGST**

**Accounting for VAGST when selling your business**

If you sold or are selling assets which were used in your business, you must include the proceeds from these in your VAGST return.

If you are selling all or part of your taxable activity to another VAGST registered person as a going concern, the sale may be zero-rated. This means VAGST on the sale will be changed at 0% instead of 15%. You must give the buyer a tax invoice, which shows that the sale of the business was zero rated. An agreement in writing, stating that the sale is a going concern, must have also been reached between both parties.

If you sold your business as a going concern to another registered person, please show the sale price, the purchaser's name and VAGST number. Include the sale in boxes 3 and 4 of your final VAGST return.

Purchasers name	Purchasers VAGST number	Sale Price	Date of sale
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**If you are keeping your assets after cancelling your VAGST registration**

You will have to make an adjustment to box 7 of your final VAGST return if you keep any assets which have been used in your business. This adjustment applies to assets kept for use in another business and to assets kept for private use. The amount to include is 3/23 of the open market value of the assets at the time of ceasing.

Please list all assets retained and their current open market value. If there is insufficient space please attach a separate schedule.

Assets Retained	Open Market Value
	\$
	\$
	\$
	\$
	\$

If your business has ceased, you must make sure you have accounted for VAGST on all money owed to you by debtors and all money that you owe to creditors before you cancel your registration.

What date do you want your VAGST registration to finish?

Taxpayer Services Officer to confirm the period of the last VAGST return

**Declaration**

I understand the questions and content of this form and the information that I have provided is true and correct to the best of my knowledge. I agree to include an adjustment for assets retained in my last VAGST return.

**Full name of applicant or authorized person**

**Designation/Title**

**Signature and date**

**OFFICE ONLY**

Name of Officer & Date Cessation entered in RMS :

Date ACEO Audit & Investigations confirmed no audit risk or completed audit activities:

Date & Name of C&E Officer who confirmed no outstanding returns/arrears:

Date approval to cease taxpayer registration is granted by ACEO C&E:

**Please send this form to:**  
Inland Revenue Services, PO Box 1877, Apia. Fax to +685 20414  
If you need assistance completing this form, phone us in Apia on +685 20411 or Salelologa +685 51574  
[www.revenue.gov.ws](http://www.revenue.gov.ws)

