



## DECLARATION UPON RETIRING FROM BUSINESS

I, \_\_\_\_\_ of legal age, Filipino, single/ married/  
widow/er have engage in a \_\_\_\_\_  
Business located at \_\_\_\_\_  
Sorsogon City hereby surrendered my official receipts and other pertinent papers in  
accordance to the provisions of the Sorsogon Revised Revenue Tax Code of 2013 of  
Sorsogon City business effective \_\_\_\_\_.

My total gross sales/income for the current calendar year ending \_\_\_\_\_  
Is Php\_\_\_\_\_. It is being understood that my records of accounts regarding  
the aforesaid business has been surrendered to the Bureau of Internal Revenue (BIR)  
Sorsogon.

\_\_\_\_\_  
(Signature Over Printed Name of Owner)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_ at Sorsogon City, affiant exhibited to me his/her valid ID \_\_\_\_\_  
Issued on \_\_\_\_\_ at Sorsogon City.

\_\_\_\_\_  
Notary Public

Cc.:  
City Treasurer Office  
File

**NOTE: Please surrender the following:**

1. Copy of Original Mayor's Permit
2. Business Plate

*If missing:*

*Submit an Affidavit of Loss*