

City of Rock Springs
212 D Street
Rock Springs, WY 82901
307-352-1500
307-352-1516 (fax)



Dear Business Owner:

If you are no longer doing business in Rock Springs, please advise this office of the date you discontinued operations. A signature of the owner or officer of the business is required. This documentation is necessary to close out the billing for your business. If it is not received, we will continue to bill you or forward to a collection agency if necessary.

If you were in operation for any portion of the year you are required to pay the Occupation Tax fee in full. The City does not refund or prorate closed accounts.

For questions or to make payment arrangements please call April Thompson at 352-1500 ext. 130. Your cooperation in this matter will be appreciated.

Sincerely yours,

Accounts Receivable
City of Rock Springs

Business Name: _____ Account # _____

We are no longer doing business in Rock Springs as of: _____

Authorized Signature: _____