



City of Spring Hill  
 Business Tax  
 Minimal Activity License Renewal  
 Due April 15, 2025  
 Spring Hill Business Tax Office  
 P.O. Box 789  
 Spring Hill, TN 37174

Name of Business: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
 \_\_\_\_\_

The above listed business has filed with the City of Spring Hill for a Business Tax Minimal Activity License, based on annual gross sales/income of more than \$3,000 but less than \$100,000. The Uniformity and Small Business Relief Act of 2013 requires that this minimal activity license be renewed each year by paying an activity fee of \$15.00. Please verify below that your business meets the annual gross sales/income requirement and follow the instructions below.

\_\_\_\_\_ I attest that the annual gross sales/income of my business during 2024 was more than \$3,000 but **less than \$100,000**. (Sign form below and mail the entire form to the address at top **with \$15.00 payment**.)

\_\_\_\_\_ I attest that the annual gross sales/income of my business during 2024 was **\$100,000 or more**. (Sign form below and mail the entire form to the address at top **with NO PAYMENT**.)

BUSINESS-OWNER SIGNATURE: \_\_\_\_\_

DAY TIME PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Closed Businesses

If this business has been closed, please complete the bottom portion and return the entire form to the address above – WITH NO PAYMENT. You may also email this closing notice to [jmitchell@springhilltn.org](mailto:jmitchell@springhilltn.org). This will close your Spring Hill Business Tax Minimal Activity License. **However, you must also complete the steps on page 2 to completely close your business.**

I ATTEST THAT THIS BUSINESS CEASESED OPERATION ON (DATE) \_\_\_\_\_.

BUSINESS-OWNER SIGNATURE (CONFIRMING CLOSURE): \_\_\_\_\_

DAY TIME PHONE NUMER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



199 Town Center Parkway • Spring Hill, Tennessee 37174

(931) 451-0891

[www.springhilltn.org](http://www.springhilltn.org)



# Closing Your Business

## City of Spring Hill

199 Town Center Pkwy.  
P.O. Box 789  
Spring Hill, TN 37174  
(931) 451-0891

After submitting your Spring Hill Minimal Activity License Renewal form (page 1), which notifies the Spring Hill Business Tax Clerk that your business has closed, you must complete the following steps to completely close your business.

- (1) Contact the County Clerk's Office to close your County Business Tax Minimal Activity License.  
Williamson County Clerk: (615) 790-5712                      Maury County Clerk: (931) 375-5200

- (2) Contact the County Property Assessor's Office to notify them of the date your business closed. They must remove your business from the City & County Personal Property Tax Rolls so you do not receive any further personal property tax bills.

Williamson County Property Assessor's Office: (615) 790-5708  
Maury County Property Assessor's Office: (931) 375-4001

- (3) Contact the County Trustee's Office, the City Property Tax Office and the State of Tennessee (if applicable) to inquire about any outstanding tax bills that are owed now.

Williamson County Trustee: (615) 790-5709  
Spring Hill Property Tax: (629) 241-8301

Maury County Trustee: (931) 375-2201  
TN Dept. of Revenue: (615) 253-0600 or (800) 342-1003