



**Instructions:** License Agents are required to report business closures to the California Department of Fish and Wildlife (CDFW) in writing prior to the closure occurring. To report a business closure on your License Agent Account, complete all sections (additional instructions on page two) and submit this form by one of the following methods:

1. Log in to Agent Services [www.ca.wildlifelicense.com/AgentServices](http://www.ca.wildlifelicense.com/AgentServices) and select the Upload File tab.
2. For all other options, contact a CDFW Agent Account Representative at (916) 902-9292.

**SECTION I: CLOSING ACCOUNT INFORMATION**  **ALL LOCATIONS**  **OUTLET ONLY**

Agent Name	Agent ID #
Outlet Name	Outlet ID #

**SECTION II: CLOSURE INFORMATION**

Reason:	
Final Move Out Date	Last Date of CDFW Sales

**SECTION III: MAILING, SHIPPING & REFUND ADDRESSES**

<b>Mailing Address</b>		
City	State	Zip Code
<b>Shipping Address</b>		
City	State	Zip Code
<b>Refund Address (If Applicable)</b>		
City	State	Zip Code

**SECTION V: SIGNATURE AUTHORIZING CHANGES** (Must be an existing owner or contact on file)

Owner or Contact Name	Email	Telephone Number
Signature		Date



**Section I – Closing Account Information:** Enter the appropriate closure level (All Locations or Outlet Only), the Agent Name and Agent ID Number, and the corresponding Outlet Name and Outlet ID Number (if only closing one location under your Agent Account) that is closing.

**Section II – Closure Information:** Enter the Reason for the closure (e.g., sold business), the Last Date of CDFW Sales, and the Final Move Out Date.

**SECTION III: Mailing, Shipping & Refund Addresses:** Enter the Mailing, Shipping, and Refund Addresses as indicated below:

- ❖ **Mailing Address:** the U.S. Postal Service (USPS) mailing address you would like to receive written notifications regarding the License Agent Account Closure process. All bank accounts associated with you License Agent Account must remain open until you have received notice from the CDFW that all equipment has been received and all debts have been satisfied.
- ❖ **Shipping Address** (cannot be a PO BOX): the non-USPS shipper (UPS, FedEx, etc.) address where you would like the prepaid packing materials shipped to return the CDFW equipment. Boxes and prepaid shipping labels will be sent out the day after your Last Date of CDFW Sales to the Shipping Address indicated.
- ❖ **Refund Address:** the USPS mailing address where you would like your License Agent Equipment Deposit Refund (if applicable) mailed. Please allow up to six weeks after the CDFW has confirmed that all equipment has been returned and all debts owed have been satisfied.

**Section IV – Signature Authorizing Account Closure:** To close your License Agent Account, the information must be approved by an existing owner and/or contact on file with the CDFW. Enter the Owner or Contact Name, Email Address, Telephone Number, Signature, and Date of the person authorized to close the account.