



Instructions for State Closing-Out Sale License

Definitions

- “State Closing-Out Sale” means all sales advertised, presented or held forth under the designation of “going out of business”, “selling out”, “liquidation”, “lost out lease”, “forced to vacate”, “moving to a new location”, or any other designation of like meaning.
- Pursuant to the provisions of Chapter 407a of the Connecticut General Statutes, no person or business entity shall advertise, offer for sale or sell a stock of goods, wares or merchandise under the description of a state closing-out sale unless such person or entity has first obtained a license from the Department of Consumer Protection.
- No goods, wares or merchandise other than those listed in inventory shall be included in any state closing-out sale.
- A separate State Closing-Out Sale license must be obtained for each specific location at which such sale is to be conducted.

Instructions:

- A completed State Closing-Out Sale application must be filed with the Department of Consumer Protection at least five (5) days in advance of the sale.
- A separate state closing-out sale application is to be filed for each specific location at which such a sale is to be conducted.
- A state closing-out sale may be conducted for no more than ninety (90) days.
- If an outside liquidator or promoter is assisting you with this sale, the promoter must first obtain a promoter's registration from this department, and you must enter into a signed written contract with the promoter. The contract must be dated and signed by both parties and contains the entire agreement between you and the promoter. The contract must also contain the name and address of the promoter.
- You are required to indicate your State Closing-Out Sale license number and ending date of the sale in and/or on ALL advertising.
- The State Closing-Out Sale license certificate must be posted in a conspicuous location at the place of sale.

Application Fee:

- A check or money order in the amount of **\$100.00** made payable to ***“Treasurer, State of Connecticut”*** must accompany the application. Application fees are non-refundable.

Return the completed application, any applicable documentation and fee to:

**Department of Consumer Protection
License Services Division
450 Columbus Blvd, Ste 801
Hartford, CT 06103**



State Closing-Out Sale License Application

This application must be accompanied by a check or money order in the amount of **\$100.00** made payable to "**Treasurer, State of Connecticut**". Return your completed application and fee to the above address.

Applicant Information:				
Store Name				
Store Street Address		City or Town		State
Legal Owner of Store				
Street Address		City or Town		State
Telephone Number	FEIN	CT Sales Tax Registration Number	Email Address	
State Closing Out-Sale Specifics:				
Specify the date of the sale (not to exceed 90 days):		Date From:		Date to:
Approximate wholesale value of <u>all</u> merchandise to be sold:		\$	Warehouse Location (if applicable)	
Will a promoter be used for this sale? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list the promoter's name and registration number below:		
Indicate the individual whom the Department should contact related to this state closing-out sale:				
Name		Email Address:		
Street Address		City or Town		State
Attestation				
1. The applicant agrees to keep all documentation concerning the goods, wares and merchandise to be included in such state closing-out sale, including but not limited to purchase orders and delivery statements, and shall make the documentation available for inspection by an authorized representative of the Commissioner of Consumer Protection during regular business hours. <input type="checkbox"/> Yes <input type="checkbox"/> No				
2. The applicant has <u>not</u> purchased goods, wares and merchandise in the past 60 days for the purpose of selling and disposing of said items as part of the state closing-out sale. <input type="checkbox"/> Yes <input type="checkbox"/> No				
3. The applicant is <u>not</u> delinquent in payment of any taxes due to this state or any political subdivision of this state. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. The applicant agrees to notify the municipality where the store is located of their intention to run a state closing-out sale. <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>I swear that the answers and statements in the foregoing application are true to the best of my knowledge. Further, I understand the conditions under which this license is issued, and that "special sales" as defined under Section 21-33 will offer no goods, wares, or merchandise other than those actually on hand in the place where at such sale is to be conducted at the opening thereof. I fully understand that if I knowingly make a statement that is untrue and which is intended to mislead the Commissioner of Consumer Protection or any person designated by the commissioner in the performance of their official function, I will be in violation of Section 53a-157b of the Connecticut General Statutes.</i>				
Signature of Applicant		Title		Date