



# BEXAR CENTRAL APPRAISAL DISTRICT

411 N. FRIO  
PO BOX 830248  
SAN ANTONIO, TX 78207  
[help.bcad.org](http://help.bcad.org)

## Closure Letter for Dealers

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If a dealer closed their dealership or surrendered the motor vehicle license (GDN Number), they may submit a formal letter of closure to the Bexar Central Appraisal District Personal Business Property Department and the Special Inventory Department at the Tax Office.

**Bexar Central Appraisal District**  
**Attn: Business Personal Property**  
**PO Box 830248**  
**San Antonio TX 78283-0248**

**Bexar County Tax Office**  
**PO Box 839950**  
**San Antonio, TX 78283-3950**

### The formal letter must include:

Account number \_\_\_\_\_

Dealership name \_\_\_\_\_

Dealership location \_\_\_\_\_

License number (GDN) \_\_\_\_\_

Date closed \_\_\_\_\_

Phone number and email address \_\_\_\_\_

Signed by owner \_\_\_\_\_

Date \_\_\_\_\_

*The formal letter does not need to be on the company letterhead if the dealer provides all the information listed above.*

Any further assistance, please contact the Business Personal Property Department at (210) 242-2477 or at [help.bcad.org](http://help.bcad.org).

Sincerely,

**Business Personal Property Department.**