

FILING A BUSINESS CERTIFICATE

A business certificate is also known as a DBA, 'doing business as'.

WHO MUST FILE?

Any person, whether individually or as a partnership, conducting business under any title other than the complete real name of the owner(s).

Any corporation doing business in a name other than its corporate name. The certificate must be completed and filed by a corporate officer.

WHERE DOES ONE FILE?

File with the Town Clerk, either in person or by mail, in every city or town where an office of said business may be situated.

WHAT ABOUT A CHANGE?

Upon discontinuing, retiring or withdrawing from such business, or in the case of a change of residence of such person or of the location where the business is conducted, a form must be filed with the office of the Town Clerk.

DOES A BUSINESS CERTIFICATE EXPIRE?

A business certificate is in full force and effect for four (4) years from the date of issue. A new filing must be made every four years as long as the business is being conducted.

DOES THE CERTIFICATE HAVE TO BE DISPLAYED?

No. However, you must provide a copy upon request.

PENALTIES

Violators of these provisions shall be subject to a fine of not more than three hundred (\$300.00) dollars for each month during which said violation continues.

FEES

Business Certificate Filing	\$15.00
Withdrawal ,Discontinuance, Change, etc.	7.00

FILING

Complete form *with the exception of the expiration date*. SIGN FORM BEFORE A NOTARY PUBLIC OR THE TOWN CLERK. Mail or deliver with a check payable to the Town of Huntington to:

Town Clerk
P.O.Box 523
Huntington, MA 01050

FILING A BUSINESS CERTIFICATE (D/B/A)

Complete the application. Your signature has to be witnessed and an oath given by a Notary Public or the Town Clerk.

For your convenience, the local Notary Publics are:

~ Cassin Insurance. The company offers this service to the community cost-free by their employees. Their hours are Mon.-Fri. 9 a.m. - 5 p.m.

~ United Cooperative Bank. They will notarize for bank customers only.

~ Administrative Assistant, Town Hall- The office of the Board of Selectmen offers this service for Huntington residents, free of charge. Their hours are:

Mon.-Thurs. 9 a.m. - 2 p. m. and Fri. 9 a. m. – noon.

~ Your personal banker.

Follow the directions and mail to the Town Clerk. Once the Town Clerk has processed your application, it will be mailed to you. If this is a new business, please enclose your business card or billhead for our community bulletin board.

Your application can be filed during the Town Clerk's regular business hours. If so, a Notary Public is not needed to sign your form.

If renewing: The fee is \$15.00 for four years. If you no longer own your business, please call the office of the Town Clerk and leave a message.

Business Certificate

*The Commonwealth of Massachusetts
Town of Huntington*

_____ 200_____ Expires _____

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

is conducted at _____
Address (Include PO.Box if needed)

in Huntington
by the following named person(s):

Full Name	Residence
_____	_____
_____	_____
_____	_____

Signed:

Print:

*The Commonwealth of Massachusetts
Hampshire County*

_____ 20

Personally appeared before me the above-named _____
and made oath that the foregoing statement is true: This certificate shall be in force for four years from the date certified and shall be renewed every four years so long as such business is conducted and shall lapse and be void unless so renewed. A statement under oath must be filed with the Town Clerk upon discontinuing, retiring, or withdrawing from such business.

Notary Public
My commission expires: _____
OR

Town Clerk

Town Clerk

_____ 20
Date Certified

Town Seal