



TOWN OF STOUGHTON
10 PEARL STREET
STOUGHTON, MASSACHUSETTS 02072

Tel: 781-341-1300

Fax: 781-232-9295

FILING A BUSINESS CERTIFICATE

(MGL, Chapter 110, Section 5)

WHO MUST FILE?

- Any person conducting business under any title other than the complete real name of the owner, whether individually or as a partnership.
- INC., CORP., LTD. may ONLY be used by a corporation.
- Any corporation doing business in a name other than the corporate name. (Must be filed by 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 any such person, partnership or corporation may be situated.

WHAT ABOUT A CHANGE?

- Upon discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such business or of the location where business is conducted, a form declaring the change must be filed with the office of the Town Clerk. A fee will also be processed upon any of these changes.

DOES A BUSINESS CERTIFICATE EXPIRE?

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

DO I HAVE TO DISPLAY THE CERTIFICATE?

- No...but, you must provide a copy, upon request, during regular business hours, to any person who has purchased goods or services from such business.

FEES

- Business Certificate filing (every four years) \$50.00
- Withdrawals, discontinuances, changes, etc. \$25.00

PENALTIES

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

HOW TO FILE A BUSINESS CERTIFICATE?

1. Obtain forms at the Town Clerk's Office or print from Town Clerk's page via the town website.
 - Business Certificate form
 - If applicable, other documents may be requested, such as licenses (i.e. Massage Therapy license)
2. Fill out completely, except for the *office use only* section.
3. Your signature must be notarized before submitting. DO NOT SIGN until you are in front of a Notary Public. We at the Town Clerk's Office cannot notarize this document. Please contact your local banks for Notary Services.

BY MAIL

1. Obtain forms from Town Clerk's Office or print from Town Clerk's page via the town website.
2. Fill out completely, except for the *office use only* section.
 1. Your signature must be notarized before submitting. DO NOT SIGN until you are in front of a Notary Public. We at the Town Clerk's Office cannot notarize this document. Please contact your local banks for Notary Services.
 3. Mail completed forms with a check or money order made out to the Town of Stoughton.
 4. Mail with a self-addressed stamped envelope, so that we can send you your certified copy of your DBA.
 5. Mail to: Town Clerk's Office, 10 Pearl Street, Stoughton, MA 02072

ALL DBA'S ARE SUBJECT TO REVIEW BY THE ZONING ENFORCEMENT OFFICER. *

**Signature of Zoning Enforcement Officer on the business certificate does not infer total compliance with the Stoughton Zoning By-Laws.*