



FILING A BUSINESS CERTIFICATE

(Mass. General Laws, Chapter 110, Section 5)

WHAT IS A BUSINESS CERTIFICATE?

A business certificate is a local registration of a business that is conducted within the Town of Kingston. It is commonly referred to as a "d/b/a" form or "doing business as" form. Its purpose is primarily for consumer protection and public information purposes. Essentially, the public has a right to know who "is" a particular business; since, more often than not, a customer will not know who owns the business simply by the name of that business.

NOTE: A business certificate is not a license to do business in town. Additional licenses/permits issued by other town departments or state agencies may be required in order to do business. Please check with the Building Inspector/Zoning Enforcement Officer (781-585-0505) to determine if the business is an allowed use in the intended zoning district.

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) must file a business certificate.

Any corporation doing business in a name other than its corporate name must file a business certificate. The certificate must be completed and signed by an officer having corporate signatory authority.

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 statement of change or discontinuance 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 renewal 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.

FEES

| | |
|--|---------|
| Business Certificate Filing | \$40.00 |
| Withdrawal, Discontinuance, Change, etc. | \$20.00 |

FILING

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

Mary Lou Murzyn, MMC/CMMC
Town House
26 Evergreen Street
Kingston, MA 02364

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.

TAX INFORMATION

The Massachusetts Department of Revenue (DOR) can answer all questions regarding collecting sales tax or related questions. Telephone numbers for the Taxpayer Assistance Bureau are: 1-800-392-6089 or 617-887-6367. The DOR also has a publication entitled *A Guide to Sales and Use Tax*, which answers the most commonly asked questions.

You can obtain an FID number from the Internal Revenue Service (IRS) at 1-800-829-1040.

Website: Department of Revenue at www.dor.state.ma.us



File No: _____

Business Certificate
Expires: _____

**The Commonwealth of Massachusetts
Town of Kingston**

_____, 20__

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 _____, Kingston, by the following named person(s) or corporation. (If corporation, include corporate name and address and title of corporate signer.)

Full Name

Residence/Corporate Address

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Signed

(signature)

(signature)

(signature)

(signature)

The Commonwealth of Massachusetts

_____ SS. _____, 20__

Personally appeared before me the above-named _____

and made oath that the foregoing statement is true.

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be 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.

(Seal)

Notary Public
My Commission Expires: _____