



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 a particular business "is"; since, a customer will often 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. Please check with the Building Inspector/Zoning Enforcement Officer (781-585-0505) to determine if the business is an allowed use in the 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 with 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 if 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 except for the expiration date. ***SIGN FORM BEFORE A NOTARY PUBLIC.*** Mail or deliver with a check payable to the Town of Kingston to:

Town Clerk
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



**The Commonwealth of Massachusetts
Town of Kingston
Business Certificate**

Fee: \$40.00

Certificate #:
Issue date:
Expiration date:

In conformity with the provisions of Ch.110, §5 of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of:

Name of Business:

Nature of Business:

Location of Business:

List mailing address, if different:

Email address:

Owner Name(s) *	Owner Residence Address(es)*
1.	1.
2.	2.

Phone Number: Federal Employer Identification Number:

* If a corporation is the owner, provide the corporate name and address, plus the name and title of the signing officer.

Sign below, only in the presence of a Notary Public

1. Print Name	 Signature
2. Print Name	 Signature

State/Commonwealth of: **Massachusetts** Date:
....., SS.

Personally appeared before me the above-named 1.

2. and made oath that the foregoing statements are true. Signed and sealed.

.....
Notary Public
My Commission Expires:

Notary Stamp:

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.



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Paul Gallagher, Kingston Town Clerk