



FILING A BUSINESS CERTIFICATE
(Mass. General Laws, Chapter 110, Section 5)

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, by mail or on line, 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.

<u>FEES</u>	Business Certificate Filing	\$20.00
	Withdrawal, Discontinuance, Change, etc.	\$10.00

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 Leicester** to:

Deborah K. Davis/Town Clerk
3 Washburn Square
Leicester, Massachusetts 01524

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.



Business Certificate Expires: _____

The Commonwealth of Massachusetts
Town of Leicester

_____, 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 _____, Leicester,

by the following named persons. (Include corporate name and title, if applicable.)

Full Name

Residence

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: _____