

Filing a Business Certificate (MGL CH 110, § 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.

Any corporation doing business in a name other than the corporate name. (Must be filed by a Corporate Officer)

Where Does One File?

File with the Town Clerk, 6 Main Street, Stockbridge, MA 01262 either in person or by mail, and 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 person or the location where business is conducted, such form must be filed with the Town Clerk.

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 four years as long as business is conducted.

Do I have to display the Certificate?

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

Fees

\$15.00 - Business Certificate Filing (includes one certified copy)

\$15.00 - Withdrawals, Discontinuances, Changes, etc. (includes on certified copy)

Penalties

Violations of these provisions shall be subject to a fine of not more than three hundred dollars (\$300) for each month during which such violation continues.

By Mail

Obtain a form from the Town Clerk or download one from this page. Fill the form out completely, except the expiration date. Sign the form before a notary public and mail it with a check or money order made out to the, "Town of Stockbridge". Please include a self addressed stamped envelope.

Mail To:

**Town of Stockbridge
Office of the Town Clerk
6 Main St
Stockbridge, MA 01262**