

Context: The LBA received this question. used with permission to share “Hey - Quick question for you and not even sure if you know the answer. For a small business like mine - do you know what the steps are to make it official in the town/state? I'm not registered or anything but think I probably should be? I have no idea where to go or where to look to find information”.

Home grown businesses have a special place in the LBA mission. We’re enclosing a picture board story of the steps to register. Registering is easy. Our town wants to help:

1. Walk, drive, run to the Ritter building at 960 Massachusetts Ave. (Nice sign that notes it was built in 1909).
2. Knock on the door of the Building Department on the upstairs level.
3. Complete and submit the Building Department ‘form of intent’ and pay the \$15. Alternately we have an awesome town website. The form is available for download here: <https://www.lunenburgma.gov/.../f.../files-docs/formofintent.pdf> and e-mail back to lnormandin@lunenburgonline.com
4. Receive the stamped letter of intent.
5. Walk over to the friendly town hall clerks office at 17 Main Street with the signed and approved letter of intent.
6. First window on the left on the ground floor.
7. Obtain the identity business certificate form from the clerks office or download this form here https://www.lunenburgma.gov/.../business_certificate_applicat... and email to kherrick@lunenburgonline.com
8. Complete the town business identity certificate and pay \$25. Valid for four years. Obtain an original signature notarized copy for an additional \$10 if you need to submit such for a business banking account, register with the state etc.

A one page summary of info about the Business Certificate attached.





TOWN OF LUNENBURG
Office of the Town Clerk
17 Main Street
P.O. Box 135
Lunenburg, MA 01462
Telephone (978) 582-4131
Fax (978) 582-4148

INFORMATION ABOUT BUSINESS CERTIFICATE

(Sometimes referred to as "DBA's")

WHAT IS A BUSINESS CERTIFICATE?

The purpose of Business Certificate is to make known the ownership and location of a business for Public Information. Many Banks, Creditors and others will verify Business Certificates prior to making decisions regarding your business. Corporations meet the Public Information requirements simply by becoming incorporated (and annual reports thereafter) through the Secretary of the State's office. The laws of Massachusetts (Chapter 110, Section 5) state that **"any person conducting business in the Commonwealth under any title other than the real name of a person conducting the business"** shall file a Business Certificate. A **"person"** in this case includes Corporations if the Corporation is conducting business under any other title than its corporate name.

WHERE DOES ONE FILE?

Business Certificates do not "license" any particular business activity. Prior to being issued a Business Certificate, you will need the approval of the Building Inspector. You will be filing a **"Notice of Intent"**. It is your responsibility to obtain all appropriate permits and/or licenses for your business from the building department, licensing authority and board of health.

Upon approval, the Business Certificate **must** be filed with the Town Clerk, either in person or by mail. You will also need to call the Secretary of the State's office (617) 727-9640) to be certain that there is not already a business/corporation using the name that you are intending to use. Filing a business certificate at the town level does not protect your name as a corporate filing or a trademark registration does. It merely allows consumers and or creditors to identify the names of the actual owners of a business. This filing is required by state law.

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 and shall lapse and be void unless renewed.

WHAT ABOUT A CHANGE?

If the address of either the Business or owner(s) changes, you are required to update your Certificate by filing the change with the Clerk's office. If the individual(s) conducting the business changes, you are required to file this change with the clerk's office as well. If the business is discontinued, you are required to file this change with the Town Clerk's office.

FEES

Business Certificates Filing and Renewals cost \$25.00 and are good for four years. Certified Copies are provided upon request for an additional \$10.00. Discontinuance filing is \$5.00. Mail or deliver check payable to the Town of Lunenburg.

Business Certificates must be completed and signed before the Town Clerk or Notary Public.

*Businesses are subject to Personal Property taxes. (Mass G.L. Chap. 59, Sec.29) Businesses remain subject to Personal Property assessment until a **Statement of Discontinuance** is filed with the Town Clerk's office.*