

How to File a Discontinuance Form for a DBA:

DBA's are valid for **4** years, before the date of expiration, you will get a reminder from the Town Clerk's Office to come in and renew the DBA (which is the same process as when you file originally). If you choose to discontinue, **all owners** need to be present to sign the form in our office **or** be witnessed by a Notary Public.

There is no cost to Discontinue the Business, **unless** you are **changing the owners** of the business. In this case, the DBA will need to be terminated and **reopened** under the new owner(s) names; again following the same process as opening a brand new DBA and at the same fee of \$50.00.

Our office **cannot** accept **Personal Checks**,
Payment is required to be in Cash, money order, or BUSINESS check

If you have any questions, please call our office as (508) 634-2307. Thank you.