

## **How To File a DBA:**

1. Contact the Town Clerk's Office to see if the name you are choosing is available.
2. Obtain the proper forms to file (there are 2), the first form is to list the :
  - \*Name of the business
  - \*Address of the business
  - \*Nature of business
  - \***ANY & ALL OWNERS** need to be present to sign the form in front of us or in front of a notary public.

This form also needs to be **APPROVED** by the **BUILDING INSPECTOR FIRST**; to make sure your property is properly zone for your particular business.

*If you do not own the property, signed letter from the landlord or rental agency is required.*

3. You are also required to show a photo I.D. (a Massachusetts license or valid Passport)
4. If you are not able to sign the form in our presence, you need to sign the forms in the presence of a notary public.
5. You also need to include a contact phone number in case there are any questions.

The second form is required by the State for Worker's Compensation Insurance.

\*You will need to list the Business Name, Address, the Number of Employees, and the Type of Business.

\*If you have any employees, you need to provide the Insurance Company Name & Address, Policy Number

(we keep this form attached to your DBA on file).

The DBA costs \$50.00 and is valid for 4 years, as long as you do not change owners (we can not accept PERSONAL checks, fee will need to be paid by cash, money order or business check.)

\*\*if you change Owners, a new DBA will have to be filed, and if the address changes-there is a separate form to change the address.

\*\*If the business closes , a **DISCONTINUANCE** form needs to be filed. (there is no charge for this)