



COUNTY OF SULLIVAN
COUNTY CLERK, DANIEL L. BRIGGS

INFORMATION GUIDE: BUSINESS CERTIFICATES

1. What is a Business Certificate?

A Business Certificate is a legal document, which can be filed in the Sullivan County Clerk's Office, by an individual or group of individuals who wish to conduct business in the County of Sullivan under an assumed name. You may be required to have a Business Certificate to be licensed by other agencies, or for tax or insurance purposes.

2. How do I file a Business Certificate?

- A) Obtain a "Business Certificate" or "Business Certificate for Partners" form from our recording desk.
- B) Search the computer and index records in the Sullivan County Clerk's Office to determine if the name you intend to call your business is already being used. If the name is already in use, an alternative name should be selected.
- C) Complete the appropriate Business Certificate form.
- D) Appear at the Front Records counter in the Sullivan County Clerk's Office with the form and the fees noted below:

E) How much does it cost to file a Business Certificate?

\$25.00 to file a Business Certificate
\$ 5.20 for each certified copy
\$ 1.00 for the form
\$31.20 TOTAL includes form, filing and 1 certified copy.

F) How do I change a certificate I already filed?

Use the "Amended Business Certificate" form to make changes such as addresses or partners. The fees are the same as noted in question #3 above. Please note: To change the name of a business you must discontinue the business and file a new certificate.

G) How do I discontinue a business?

Use the "Certificate of Discontinuance of Business" or "Certificate of Discontinuance of Business as Partners" form. There is no fee to file this form.

H) How do I get a N.Y.S. sales tax I.D. number?

Call 1-800-972-1233 or 518-485-2889 or
go on line to: www.nystax.com