



Town Clerk

TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9615
Fax (978) 264-9630

INFORMATION ABOUT BUSINESS CERTIFICATES
(Sometimes referred to as “DBA’s”)

The purpose of a 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 State’s office. The laws of Massachusetts (Chap. 110, Sec. 5) state that **“any person conducting business in the commonwealth under any title other than the real name of the person conducting the business”** shall file a Business Certificate. A **“person”** in this case also includes Corporations if the Corporation is conducting business under any other title than its corporate name.

Business Certificates do not “license” any particular business activity. Prior to being issued a Business Certificate, you will need the approval of the Acton Building Department. They will either approve your business plan immediately or advise you of other permits or licenses that you will need to obtain first. You will also need to call the Secretary of State’s office (area code 617, 727-9640) to be certain that there is not already a corporation using the name that you are intending to use.

Business Certificates are valid for four (4) years. The Town Clerk’s office will mail you a reminder to renew your certificate at that time. However, if the address of either the Business or owner(s) changes, you are required to update your Certificate by filing that change with the Town Clerk’s office. If the individual(s) conducting the business changes, you are required to file this change with the Town Clerk’s office as well. If the business is discontinued, you are required to file this change with the Town Clerk’s office.

Businesses are subject to Personal Property taxes. (Mass. G.L. Chap. 59, Sec. 29) You should speak with the Acton Assessor’s office to file a **“Form of List”** with them. This should prevent being over-assessed on personal property used in conjunction with your business. **Businesses remain subject to Personal Property assessment until a Statement of Discontinuance is filed with the Town Clerk’s office.**

The filing fee is \$22.00 and the Discontinuance filing fee is \$10.00

IF YOU HAVE QUESTIONS ABOUT THIS INFORMATION, PLEASE ASK!

___ New
___ Renewal, old # _____ The Commonwealth of Massachusetts
___ Change Town of Acton # _____
___ Discontinuance

BUSINESS CERTIFICATE

_____ 20 _____

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersign hereby declare(s) that a business under the title of

_____ is conducted at (street address) _____
in the Town of Acton by the following person(s).

Full Name	Residence
_____	_____
_____	_____
_____	_____
_____	_____

Signed _____ Phone: _____

The Commonwealth of Massachusetts

Middlesex; SS. _____ 20 _____

Personally appeared before me the above-named _____

and made oath that the foregoing statement is true.
A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

Expiration Date: _____

Title

TO ALL NEW BUSINESS OWNERS

FILL IN BELOW

NAME OF BUSINESS _____

TYPE OF BUSINESS _____

ADDRESS OF BUSINESS _____

CONTACT PHONE NUMBER _____

1. BUILDING DEPARTMENT

_____ This individual is in compliance without further permits.

_____ This individual is now in compliance after being referred to:

_____ BOARD OF HEALTH _____ TOWN MANAGER/SELECTMEN

_____ OTHER _____

2. BOARD OF HEALTH (Necessary only if checked above)

_____ This individual is in compliance.

3. TOWN MANAGER/SELECTMEN (Necessary only if checked above)

_____ This individual is in compliance.

4. OTHER (Necessary only if checked above)

_____ This individual is in compliance.

APPLICANTS ACKNOWLEDGEMENT:

I have received a copy of the Town Clerk's office "Information about Business Certificates". I have contacted the Secretary of State's office and have been told that the name I have chosen for my business is available for use by me at this time.

SIGNATURE OF APPLICANT _____ DATE _____