



Office of the Town Clerk

TOWN OFFICES • 19 WASHINGTON ST. • SHERBORN, MA 01770
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JACKLYN R. MORRIS
Town Clerk/Elections Administrator

Filing a Business Certificate (Massachusetts General Laws, Chapter 110, Section 5)

Who must file?

- **Any person conducting business under any title other than the complete real name of the owner, whether individually or as a partnership.**
- **INC., CORP., and LTD. may only be used by a corporation.**
- **Any corporation doing business in a name other than the corporate name. (Must be filed by corporate officer.)**

Where does one file?

- File with the Town Clerk, either in person or by mail, in every city or town where an office of any such person, partnership or corporation may be situated.

What about a change?

- **Upon discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such business or of the location where business is conducted, a form declaring the change must be filed with the office of the Town Clerk**

Does a Business Certificate expire?

- A business certificate is in force and effect for four (4) years from the date of issue. A new filing must be made each four (4) years as long as the business is conducted.

Do I have to display the certificate?

No, but you must provide a copy on request, during regular business hours, to any person who has purchased goods or services from such business.

Fees

• Business Certificate or Four Year Renewal	\$ 40.00
• Changes	Most changes can only be made by issuing a new certificate with a new number
• Withdrawals, Discontinuances	no charge

Penalties

- Violations of these provisions shall be subject to a fine of not more than three hundred dollars (\$300.00) for each month during which such violation continues.

To file by mail

1. Obtain forms (Business Certificate, Declaration of Allowed Use) from Town Clerk's Office.
2. Fill out completely except for book, page, expiration date, and signatures.
3. Sign business certificate form **in the presence of a Notary Public or Town Clerk.**
4. Mail with check or money order, payable to *Town of Sherborn*.
5. Mail to:

Town Clerk
19 Washington Street
Sherborn MA 01770