



EXPIRATION DATE:

(4 Years from Date of Issue)

Renewal _____ New _____

Town of Wenham BUSINESS CERTIFICATE

For Your Information: Business certificate (\$20.00 for 4 years). A business certificate **ONLY REGISTERS YOUR NAME** in town (which you must do by M.G.L. - it does not give you permission to operate.) Once the form is completed, return the form to the Town Clerk's Office, (Town Hall) to obtain the Business Certificate.

NAME OF BUSINESS _____

TYPE OF BUSINESS _____

ADDRESS OF BUSINESS _____

MAILING ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

NAME OF OFFICER/CORPORATE NAME

RESIDENCE/CORPORATE ADDRESS

Signature(s): _____

Print Name(s): _____

NOTE: If application cannot be signed before the Town Clerk, your signature must be notarized:

On _____, personally appeared _____, proved to me through satisfactory evidence of identification to be the person(s) whose name is signed above and who swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

TOWN CLERK'S OFFICE

Notary Expiration Date

Notary Public Signature and Seal

In accordance with the provisions of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5 of Massachusetts General Laws, Business Certificates shall be in effect for four years from the date of issue and shall be renewed each for years thereafter. A statement under oath must be filed with the Town Clerk upon discontinuing, retiring, or withdrawing from such business or partnership. Copies of such certificates shall be available at the address at which the business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from such business. Violations are subject to a fine of not more than three hundred dollars (\$300.00) for each month during which such violation continues

DATE OF ISSUE: _____

TOWN CLERK'S OFFICE _____ -

(seal)

Fee: _____ Received Date: _____ Check# _____ or Cash

Town of Wenham – Business Certificate Continued

It is the responsibility of the applicant to contact the Building Inspector/Zoning Department and the Board of Health to comply with Town Bylaws, rules, and regulations.

BUSINESS CERTIFICATES

The Policy of the Town Clerk's Office is to inform the applicant:

1. **They are registering their Business Name only.**
2. The Business Certificate is not a Permit to conduct Business in a Residential District
3. The Business Certificate carries no Zoning benefits
4. The applicant must comply with the Zoning By-laws and other Regulations

SUMMARY OF MASSACHUSETTS GENERAL LAWS (MGL) CHAPTER 110:5

BUSINESS CERTIFICATE (DBA)

Who Must File? Any person conducting business in the Town of Wenham, under any title other than the complete real name of the owner, whether individually or as a partnership should file

Where to File? File with the Office of the Town or City Clerk, in the Town or City where the office (business) of any such person, partnership or corporation is located.

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 every four (4) years as long as the business is being conducted.

What about a Change:

When:

- Retiring or Withdrawing from such business or partnership
- Discontinuing the business or partnership
- Change of residence of such person(s)
- Change of the location where the business is conducted
- Such changes must be filed with the Office of the Town Clerk

Do I have to display the Business Certificate? No. You must provide a copy upon request, during regular business hours, to any person who has purchased goods or services from your business.

Fees:

Business Certificate	\$20.00 (Includes one certified copy)
Withdrawals, Discontinuances, Address Change, Etc.	\$15.00 (Includes one certified copy)

Filing a Business Certificate by Mail:

- Obtain the Business Certificate form from the Office of the Town Clerk
- Sign the Business Certificate Form in the presence of the Town Clerk or a Notary Public
- If a partnership, *each* individual must sign the Business Certificate Form in the presence of the Town Clerk or a Notary Public
- Mail the Business Certificate form, with a check or money order, payable to the Town of Wenham, Office of the Town Clerk, 138 Main Street, Wenham, MA 01984

PENALTIES: Violation of the above provision shall be subject to a fine of not more than \$300.00 for each month during which such violation continues.

