

Promote Your Business and Support Saratoga County Veterans

F.A.V.O.R. (Find, Assist, Veterans, Of, Record.)

We want YOU to consider joining the hundreds of businesses who honor over 4,000 veterans here in Saratoga County!

Merchant Applications are available at the Saratoga County Clerk's Office, or online at www.saratogacountyny.gov
*No cost to join



Business Support from New York State & Federal Agencies

New York Department of State

One Commerce Plaza
99 Washington Avenue
Albany, NY 12231
(518)473-2492
www.dos.ny.gov

NYS Department of Tax and Finance

(General Information)
(518)485-2889
www.tax.ny.gov

Internal Revenue Service

Online tax information and services for small business and self-employed taxpayers
1(800)829-4933 (Business & Specialty Tax Line)
www.irs.gov

Small Business Development Center

10 North Pearl Street
Albany, NY 12246
(518)944-2840 or 1(800)732-SBDC
www.nyssbdc.org

Frequently Asked Questions

Q: Does filing a DBA with the County Clerk's Office mean I am the only one who can use this business name?

A: No, the DBA alone does not guarantee sole use of a business name. Please contact your attorney or Certified Public Accountant for business name rules and regulations.

Q: How do I get a business license?

A: For information on all NYS business licenses, go to www.licensingcenter.ny.gov

Q: Can I list a P.O. Box in place of the business address?

A: No, a physical business address is required.

Q: Where do I get an Employer ID number?

A: For EIN information, please visit www.irs.gov

Q: Where do I get a Vendor's License or Permit?

A: Vendor's licenses and permits are issued by the local town, village, or city in which you wish to engage in business activities.

If you have additional questions, please view our website at www.saratogacountyny.gov or contact us at the Saratoga County Clerk's Office by:

Phone: (518)885-2213

Email: countyclerk@saratogacountyny.gov



9/25/2019



Getting Started with Your New Business

Business Name: _____

Filed on: _____

Filed in the County of: _____

*Keep this brochure with your filed DBA paperwork for easy reference should you need it in the future.

Included in Brochure

- Introduction
- Where to File
- How to File
- Filing Fees
- Local Agencies
- Promotional Opportunities
- NY State & Federal Agencies
- Frequently Asked Questions

*Fees are subject to change.



"With a growing economy and one of the lowest county tax rates in the state, Saratoga County is a great place to start a business. I wish you much success in your new business venture. Please contact me should you need any assistance in the future."

Craig A. Hayner
Saratoga County Clerk
Proudly Serving You

Saratoga County Clerk's Office
40 McMaster St. Ballston Spa, NY 12020
(518)885-2213

Introduction

This brochure is intended to provide general information for those interested in filing a DBA (also referred to as a Certificate of Conducting Business Under Assumed Name). For legal or financial advice, please consult an attorney that specializes in this work and/or a certified public accountant.

Legal Business Documents Filed with the County Clerk's Office

- A Certificate of Conducting Business Under Assumed Name (DBA)
- A Business Certificate for Partners
- An Amended Business Certificate
- A Certificate of Discontinuance of Business

Legal Business Documents Filed at the Department of State (NYS)

- A Business Corporation
- A Limited Liability Company (LLC)
- A Limited Partnership

Helpful Tip from the County Clerk

Some banks require a certified copy of your DBA to open an account in the name of your business. In order for your certified copy to remain a true and legal copy of the original, it must include a raised seal and have the original cover page stapled to the document. **Do not separate these pages.** It may be helpful to purchase two certified copies at the time of filing, one for your records and one for the bank.

- Craig A. Hayner
Saratoga County Clerk

Filing Business Certificates (DBA's)

(Information contained on this page **ONLY** applies to DBA Certificates that have been filed in our office.)

Prior to filing a **Certificate of Conducting Business Under Assumed Name (DBA)**, it is recommended that the applicant search our public records system to see if the name of the business is already in use.

Important note: Filing a DBA alone does not guarantee sole use of business name.

What if I need to change the name of my business?

You should file an **Amended Business Certificate** with the County Clerk's Office.

What if I discontinue my business?

You should file a **Certificate of Discontinuance of Business** with the County Clerk's Office.

Fees to File Business Certificates

- Certificate of Conducting Business Under Assumed Name.... \$25.00
- Amended Business Certificate.... \$25.00
- Certificate of Discontinuance of Business.... No Fee
- Certified Copy.... \$5.00
- Business Certificate Forms.... \$1.00
(Also available on the Saratoga County Clerk's Office website– no fee)

*** Accepted form of payment includes cash, check, or money order. We do not accept credit or debit cards at this time. Fees are current as of 9/2019 and may be subject to change.**

In Business to Support Businesses in Saratoga County



Saratoga County Chamber of Commerce
28 Clinton Street
Saratoga Springs, NY 12866
(518)584-3255
www.saratoga.org



Saratoga County Veterans Business Council
28 Clinton Street
Saratoga Springs, NY 12866
(518)584-3255
www.saratoga.org



Southern Saratoga County Chamber of Commerce
58 Clifton Country Road, Suite 102
Clifton Park, NY 12065
(518)371-7748
www.southernsaratoga.org



Saratoga County Prosperity Partnership (S.C.P.P.)
2911 State Hwy 9
Malta, NY 12020
(518)871-1887
www.saratogapartnership.org



Saratoga Economic Development Corporation (S.E.D.C.)
28 Clinton St #6
Saratoga Springs, NY 12866
(518)587-0945
www.saratogaedc.com