

My DBA Information

Business Name: _____

Date DBA Filed: _____

County(s) DBA Filed in: _____

Keep this brochure with your filed DBA paperwork for easy reference.

www.saratogacountyny.gov



6/22/2023



**SARATOGA
COUNTY** NEW
YORK

Office of the County Clerk

Getting Started With Your New Business

Revolutionary By Nature

Introduction

Thank you for choosing to start your new business in Saratoga County. This guide will help you to understand more about the legal business documents filed with the County Clerk's Office. For legal or financial advice, please consult an attorney who specializes in new business development or a Certified Public Accountant.

Legal Business Documents Filed with the County Clerk

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

DBA

- Also known as Certificate of Conducting Business Under Assumed Name or Doing Business As.
- A business or partnership shall file a business certificate in all counties in which it conducts or transacts business.
- Filing a DBA alone does not guarantee sole use of a business name. Check our public records system to see if the business name is already in use.
- A physical address is required; you cannot use a P.O. box for the business address.
- DBAs allow you to open a bank account for your business and process transactions under that name.

DBA (continued)

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

Amended Business Certificate

- Filed when you make any changes to important details on the original form (e.g. add/remove business partners, change business name or address).
- If filed to add or remove a partner named in the original certificate, it must be executed by such person and by any one or more of the other persons named in the original or most recently amended certificate, unless otherwise provided by an order of the supreme court.

Certificate of Discontinuance

- Filed when discontinuing your business.
- Shall be executed by a majority of the persons named in the original or most recently amended certificate on file.

Business Certificate for Partners

- Filed when you are conducting business as a partnership where there is more than one filer.
- A business or partnership shall file a business certificate in all counties in which it conducts or transacts business.

Filing Fees

\$25	Certificate of Conducting Business Under Assumed Name (DBA)/ Business Certificate for Partners
\$25	Amended Business Certificate/ Amended Partnership
No Fee	Certificate of Discontinuance of Business/Certificate of Discontinuance of Partnership
\$5	Certified Copy
\$1	Business Certificate Forms (Available on our website at no cost.)

Fee is due at filing. Accepted forms of payment include cash, check or money order. We do not accept credit or debit cards at this time. Fees are current as of 6/22/2023 and may be subject to change.

Where to Find Related Business Information and Documents

New York State Department of State

- Business Corporation
- Limited Liability Company (LLC)
- Limited Partnership
- NYS Business License

Local Town, Village, or City

- Vendor License or Permit

Federal Internal Revenue Service (IRS)

- Employer ID Number (FEIN)

Veterans F.A.V.O.R. Program

The Veterans F.A.V.O.R. Program is a merchant discount program for eligible veterans. Signing up as a business is free and is a great way to publicize your business to the veterans community. To learn more, please visit our website or see our F.A.V.O.R. brochure.