



A MESSAGE FROM
MAUREEN O'CONNELL
 NASSAU COUNTY CLERK

Dear Businessperson,

Your choice to embark on a new business venture in Nassau County is an exciting event.

Nassau County's business community includes headquarters for international financial service companies, leading law firms, and major national retailers. As a business person, you can take advantage of the many features, services, and amenities that make Nassau County a great place to live and work. A motivated work force and unique quality of life combine to make Nassau County among the most desirable business locations in the nation.

By filing a business or corporation, you are taking an important first step in establishing your business. I have created this brochure to explain the procedures to be followed in order to file a business name or corporation here in Nassau County.

As you begin your new endeavor, I wish you all the best for a bright and prosperous venture.

Sincerely,

Maureen O'Connell

MAUREEN O'CONNELL
 NASSAU COUNTY CLERK
 240 OLD COUNTRY ROAD
 MINEOLA, NEW YORK 11501

**FILING
 BUSINESS NAMES
 AND
 CORPORATIONS IN
 NASSAU COUNTY**



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WWW.NASSAUCOUNTYNY.GOV/CLERK

DOING BUSINESS AS (D/B/A) CERTIFICATES (ASSUMED NAME FILINGS)

In accordance with New York State General Business Law (Section 130), the County Clerk accepts and files certificates of persons conducting business under an assumed business name. These transactions are commonly referred to as D/B/A (Doing Business As) filings.

The General Business Law requires that individuals or partners conducting commercial activity under a name that is not their personal name must file D/B/A certificates with the County Clerk.

The law requires that D/B/A certificates contain specific language. Forms are available on the Nassau County Clerk website in PDF format, which can be printed from your computer. Forms are also available at legal stationery or business supply stores. A filer may also need to consult an attorney to draft the appropriate forms, particularly if filing a partnership.

Once filed, a D/B/A is a public document. It is viewable on the Clerk's database and a filer may receive offers from individuals seeking to do business. This office does not provide names or addresses for these solicitations, but cannot prevent people from searching the Clerk's D/B/A records to make their own vendor lists.

ORIGINAL D/B/A FILING

Prior to filing an original D/B/A, the filer should review business names already assigned to confirm that the desired name is available. This information is available for public viewing at the County Clerk's Office.

Once it has been determined that the proposed name is available, complete a *Certificate Of Conducting Business Under An Assumed Name For Individual* form for a Sole-Proprietorship or *Certificate Of Conducting Business As Partners* form for a Partnership. Carefully complete the form in BLACK INK but DO NOT SIGN until in the presence of a Notary Public. A Notary at the Clerk's Office can witness your signature at no charge if

you wish.

All forms must be originals. Copies are not acceptable. The forms must be presented to the clerk for filing accompanied by the filing fee. The fee is \$35 in cash, credit cards (transaction fees apply), check, or money order, payable to "Nassau County Clerk." This includes the filing and receipt of two certified copies for the filer's records. **Additional certified copies are available for \$5 per copy.** A certified copy is normally required by banks when opening a business account.

D/B/A applications can be mailed directly to the Clerk's Office. Send in a notarized business certificate accompanied with the appropriate fee.

TAX IDENTIFICATION NUMBER INFORMATION

To obtain a Federal Tax ID number, contact:

Internal Revenue Service

999 Stewart Avenue
Bethpage, New York, 11714
Telephone: 1 (800) 829-4933, (516) 576-7428
www.irs.gov

For information regarding New York State Department of Taxation and Finance Resale Certificates:

New York State Department of Taxation and Finance

Telephone: (518) 485-2889
www.tax.ny.gov

INCORPORATION AND PARTNERSHIP D/B/A'S

This office also records two other business related documents filed with New York State: certificates of incorporation and limited partnership filings. These forms can be obtained from legal stationery or office supply stores.

Certificates of incorporation, amendment and discontinuance are processed through the New York State Department of State. The State provides corporation records to the County Clerk's Office.

Limited partnership agreements, amendments and dissolutions have been filed with the New York State Department of State since August 1991. However, the County Clerk's Office maintains the corporation and limited partnership papers that have been filed here. The Clerk's Office accepts certificates of discontinuance for limited partnerships filed here unless there were subsequent filings with the Department of State.

Corporations, Limited Partnerships, Limited Liability Companies (LLCs) or Limited Liability Partnerships (LLPs) must be filed with the Department of State, Division of Corporations. Call (518) 473-2492 for more information. These papers cannot be filed at the County Clerk's Office.

For information regarding incorporations, LLC and LLP'S and not-for profit corporations, contact:

NYS Department of State Division of Corporations, State Records and

Uniform Commercial Code
99 Washington Ave 6th floor
Albany, New York 12231

<http://www.dos.ny.gov/corps/index.html>

E-mail: corporations@dos.ny.gov

BUSINESS RESOURCES TO GET YOU STARTED

Small Business Development Center

SUNY College of
Technology at Farmingdale
Campus Commons
2350 Route 110
Farmingdale, NY 11735
Telephone: (631) 420-2765
Fax: (631) 370-8895
www.farmingdale.edu/sbdc

SCORE (Service Corps of Retired Executives)

40 Main Street - 3rd Floor
Hempstead, NY 11550
Telephone: (516) 572-1989
1 (888) 433-3632
www.longisland.score.org