

Questions And Answers About Business Names And Corporations

WHO MUST FILE?

Anyone who conducts business under a name other than his or her own must file a business name with the County Clerk of the County in which you are doing business.

WHAT DOCUMENTS WILL I NEED?

To file a business name, you need to complete the necessary documents. Applicants can obtain forms from most commercial/legal stationery stores or from the Steuben County Clerk's office. Commonly used forms are:

Application for Sole Partnership/Individual

Application for Partnership More Than One
Person

Application for Amended Certificates/Change
Of Anything but the name of the
Business

Application for Discontinuance for Individual

Application for Discontinuance for Partnership

WHAT INFORMATION MUST BE INCLUDED ON THE DOCUMENTS?

Each document filed must include the name under which the business is to be conducted; the address of the business; the full name, residence and signature of each person conducting business. The signature of each person conducting business must be properly acknowledged.

IS THERE A FEE?

The fee for filing a business name is \$25.00. Certified copies are \$5.00 each. You will need one copy to open a bank account and one for your records. Cash, money order or personal check are acceptable forms of payment. If you are filing a Discontinuance, there is no fee.

HOW DO I FILE?

Complete and have notarized the appropriate filing forms and bring or mail them with the appropriate fee to the Steuben County Clerk, 3 East Pulteney Square, Bath, New York 14810.

ARE EXISTING BUSINESS NAME FILINGS AVAILABLE FOR PUBLIC INSPECTION?

The records of business names currently on file in Steuben County are available for public review at no charge.

BY FILING IN STEUBEN COUNTY, MAY I OPERATE IN OTHER COUNTIES?

If you plan to conduct business in other counties you must file your business name with the Clerk's Office of each County you wish to operate in.

WHAT ELSE MUST I DO?

Once your name is accepted you are able to conduct business within the County. However, there may be other municipalities and authorities you may wish to contact to ensure that you are complying with all Federal, State and local obligations.

HOW DO I INCORPORATE MY BUSINESS?

Corporation filings are handled directly with New York State. You should contact the NYS Dept. of State, Division of Corporations, 41 State Street, Albany, New York 12231. Telephone (518)473-2492 or www.dos.state.ny.us You may also wish to consult an attorney.

ARE EXISTING INCORPORATION FILINGS AVAILABLE FOR PUBLIC INSPECTION?

Once filed with New York State, incorporation papers are forwarded to the County Clerk where they are indexed and available for public review.

HOW DO I OBTAIN A FEDERAL TAX ID#?

For Federal Information call: (800)829-1040

or www.irs.gov

WHAT ABOUT NEW YORK STATE TAX?

Contact the New York State Tax Dept.

www.nystax.gov

WHERE CAN I TURN FOR BUSINESS ASSISTANCE?

In Steuben County there are a variety of resources available. Among them, The Small Business Development Center, 24 Denison Parkway West, Corning, New York 14830 (607)937-6861 or nyssbdc.org

You may wish to contact Federal, State or local commerce and business agencies regarding financial assistance, management consultations and job training opportunities.

A Message From

Judith M. Hunter

Steuben County Clerk

Dear Businessperson,

By filing a business or corporation you are taking an important first step in establishing your business. To assist you in complying with the obligations of filing and establishing your business, I have designed this brochure to explain the procedures you must follow in order to properly file a business name or corporation here in Steuben County.

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

Sincerely,

Judith M. Hunter

**JUDITH M. HUNTER
STEUBEN COUNTY CLERK**