

BERRIEN COUNTY CLERK'S OFFICE

ADMINISTRATION CENTER, 701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085 - (269) 983-7111, EXT. 8233
www.berriencounty.org

CERTIFICATE OF ASSUMED NAME INSTRUCTIONS

THIS IS A LEGAL DOCUMENT. TYPE OR PRINT IN BLACK INK.

1. Check if this is an original or a renewal certificate.
2. Full name of business. (Must be exactly as you are going to advertise it).
3. Complete address of business, including street number and name, city, state, zip code and telephone number of business. Do not use a P.O. box here. (If you live out-of-state, you must also file a Consent to Process form.)
4. Mailing address (if different). A PO Box may be used here. Include city, state and zip code.
5. Briefly describe the nature of your business.
6. Full Legal Name of Person (or Persons). Do not use nicknames, abbreviations or initials. Give complete address of residence of person(s), include house number, street, city, state and zip code.
7. If your business includes "Trusts or Fiduciaries", please see page 2 on reverse side.
8. Full legal signature of person(s) listed in #6. This office will use a current valid driver's license or state issued I.D. for address verification. Certificates mailed to this office must be notarized prior to mailing. If returning the form in person to our office, and all owners are present, a notarized signature is not needed.

CERTIFICATE OF CO-PARTNERSHIP INSTRUCTIONS

THIS IS A LEGAL DOCUMENT. TYPE OR PRINT IN BLACK INK.

1. Check if this is an original or a renewal.
2. Name of Business.
3. Complete address of business, including street number and name, city, state, and zip code. Do not use a P.O. box here. Mailing address (if different). A P.O. box may be used here. Include city, state, zip code.
4. Briefly describe the nature of your business.
5. Full legal names of persons. Do not use nicknames, abbreviations or initials. Complete residence address of persons, including house number, street, city, state and zip code.
6. If there is a partnership contract and it limits the length of time the partnership is to continue, put in the expiration date. If there is no agreement, put "N/A". Do not leave blank.
7. Full legal signatures of all persons (partners) listed above. If you need more room for signatures, attachments will be accepted as long as they are notarized.
8. One of the persons listed in #5 must certify with their full legal printed name and signature. Certificates mailed (or brought to this office by other than the certifier) must be notarized prior to mailing. This office will use a current valid driver's license or state issued I.D. for address verification.

NOTE: The "Certificate of Assumed Name" and "Certificate of Co-Partnership" are legal documents. Information given on these forms should be as complete and accurate as possible.

It is your responsibility to check at the state level, local telephone books, online, and news media to make certain there is no existing business using the name you have chosen.

This office reserves the right to receive documents but delay filing, until all statutory requirements are met. Businesses filing in Berrien County must use forms provided by this office.

Corporations do not file "Assumed Name Certificates" with this office. Contact the Corporation Bureau in Lansing (517) 241-6470.

Non-Profit organizations, owned by corporations, do not file with this office. Contact the Corporation Bureau in Lansing (517) 241-6470.

Assumed Name and Co-Partnership Certificates must be filed in the county the business is located in. They can also be filed in other counties (within the state) in which the owner(s) plans to conduct business.

CHANGES TO DOCUMENTS ON FILE

It is your responsibility to notify this office and file the required forms if you:

1. Change the business address (#3 on DBA, #3 on Co-Partnership)
2. Add or delete persons (#5 on Co-Partnership)
3. Discontinue the business

FILING FEES FOR ORIGINAL / RENEWAL CERTIFICATES

Make checks payable to: Berrien County Clerk

Assumed Name:.....\$10.00 - Expires 5 years from date of filing You will receive 2 certified copies
Co-Partnership:.....\$10.00 - Expires 5 years from date of filing You will receive 3 certified copies
Consent to Process:.....\$ 2.00 - For out-of-state residents - is filed with Assumed Name Certificate
Certificate of Discontinuance:.....\$10.00 - To discontinue an Assumed Name or Co-Partnership
Change of Address Amendment Form..... \$5.00 - For changing of business address and phone number.
Copies of previously filed DBA's or Co-Partnerships.....\$13.00 - Each.

Listed below are some of the agencies that handle other requirements and regulations which may affect your business. Please contact them directly.

TO GET A FEDERAL I.D. NUMBER:

The first step is to obtain an SS4 Form by going online to www.irs.gov. All federal forms are online. Once you obtain that, you need to call 1-800-829-1040. Be sure to have the SS4 Form in front of you when you call. They will then issue a Federal I.D. number.

Assistance for Individuals: Phone 1-800-829-1040

Assistance for Businesses: Phone 1-800-829-4933

For Tele-Tin: Phone 1-800-829-4059

Local Office:

South Bend IRS Office: 100 E. Wayne St.
South Bend, IN 46601
(574) 401-6656

Monday thru Friday: 8:30 am - 4:30 pm
Appointment needed
(844) 545-5640

THIS INFORMATION SHOULD BE RETAINED FOR FUTURE REFERENCE

TO INQUIRE ABOUT CORPORATIONS AND LIMITED PARTNERSHIPS AND LICENSING:

Michigan Dept. of Labor and Economic Growth
Corporations Division
Website Address: <http://www.michigan.gov/corporations>

Phone: (517) 241-6470 to obtain forms for registering as a corporation, limited partnerships, limited liability company, or non-profit organizations, and to check availability and/or verify a corporate name or license.

Department of Licensing & Regulatory Affairs
P. O. Box 30004
Lansing, MI 48909
Website Address: www.michigan.gov/lara
(517) 373-1820

- www.michigan.gov/corporations = corporation forms and filing info
- corprenew@michigan.gov = to renew a corporation
- llcrestore@michigan.gov = to restore an LLC to good standing
- general inquiry for corporations **email** = corpmail@michigan.gov
- www.michigan.gov/entitysearch = can view and print business names through LARA (Licensing & Regulatory Affairs)

FOR LICENSES:

Department of Agriculture
Food Services

Phone: 1-800-292-3939

Department of Consumer & Industry Services:

Health Services
Commercial Services
Insurance Bureau
Liquor Control Commission
Plumbing, Mechanical, Electrical Boiler or Elevator Licensing
Health Facilities Licensing & Certification

Phone: (517) 335-1980
Phone: (517) 284-8100
Phone: (517) 373-1837
Phone: (517) 284-6250
Phone: (517) 241-9313
Phone: (517) 335-1980

TO INQUIRE ABOUT STARTING A NEW BUSINESS: (LOCAL LEVEL)

Michigan Business One Stop
Website Address: www.michigan.gov/statelicensesearch

Gives licensing search & how to start a business.

Cornerstone Alliance

Phone: (269) 925-6100 Ext. 211
To give technical assistance to start, grow, and financing a business.

Michigan Small Business & Technology Development
Center (SBTDC)
Website Address: <http://www.misbtcd.org/southwestmichigan>

Phone: (269) 387-6004 (Kalamazoo)
(616) 331-7480 (Grand Rapids)
Offers free counseling, low-cost marketing and other resources to start a new business.

TO GET A SALES TAX NUMBER FOR A NEW BUSINESS:

Department of Treasury
Treasury Building
430 West Allegan Street
Lansing, Michigan 48922

Phone: (517) 636-4730
Main #

Information Line
Sales Use and Withholding - treasSUW@michigan.gov
Dept. - Info for Sales Tax for a new business
or go online to: www.michigan.gov/treasury or
TreasReg@michigan.gov
Business Tax Forms

TO OBTAIN INCOME TAX INFORMATION:

Federal: Phone: (800) 829-1040 Tax Assistance
Phone: (800) 829-3676 Tax Forms

State: Phone: (517) 636-4486 Information on Tax Questions
Tax Forms to be mailed out
Refund Status

TO OBTAIN TRADEMARKS:

Department of Licensing & Regulatory Affairs
P. O. Box 30004
Lansing, MI 48909
Website Address: www.michigan.gov/lara

Phone: (517) 373-1820

Registered through United States with U.S. Patent &
Trademark Office
Website Address: <http://www.uspto.gov>

Phone: (800) 786-9199

PATENTS:

United States Patent and Trademark Office
Website Address: <http://www.uspto.gov>

Phone: (800) 786-9199 Toll Free
8:30 am - 8:00 pm
Mon - Fri

COPYRIGHTS:

U.S. Copyright Office
101 Independence Ave. S.E.
Washington, DC 20559-6000
www.copyright.gov

Phone: (202) 707-3000 New Products
Phone: (877) 476-0778 Toll Free