



CITY OF WALTHAM
MASSACHUSETTS

Office Use

Business Certificate – Filing Fee: \$50.00

Please check one:

- New Business
Business Renewal

This Certificate Expires on: _____

Under the provisions of Chapter 110, Section 5 of the Massachusetts General Laws, as amended, the Undersigned hereby declares that a business under the title of:

Business Name: (D/B/A) _____

Type of Business: _____

Business Address: _____ Phone No: _____

NO P.O. BOXES or Mail Boxes Accepted Business Address Must be in Waltham.

By the following named person(s):

Table with 2 columns: Full Name, Residence

If a corporation

Corporation Name: _____

Table with 2 columns: Corporate Officer(s) Name & Title, Residence

Signatures:

Signature lines

On _____ the above named person(s) personally appeared before me and made oath that the foregoing statement is true.

Identification Presented: Drivers License _____ Other _____ City Seal

Notary Public Signature

Notary Seal/Commission Expiration Date _____

IMPORTANT NOTICE

Copies of such certificates shall be available at the address at which such business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from such business. Violations are subject to a fine of not more that three hundred dollars (\$300.00) for each month during which such violation continues.

This Certificate expires four (4) years from the date of issue. If you cease conducting business before this time, the law requires that you withdraw this Certificate with the City Clerk’s Office for a fee of \$30.00.

Massachusetts Department of Revenue form TA-1 available on request.

INSTRUCTIONS FOR FILING A BUSINESS CERTIFICATE

Who Must File?

- Any person conducting business in Waltham
- Any person doing business under any title other than the **complete** real name of the owner, (i.e. John W. Smith), whether individually or as a partnership.
- Any Corporation doing business in a name other than the corporate name. Only corporations can use **Inc., LLC, Ltd.** (Must be filed by a corporate officer.)

Where does one File?

- File with the Department of the City Clerk, either in person or by mail, in every city or town where an office of any such person, business, partnership or corporation may be situated.

What about a change?

- Upon discontinuing, retiring, changing or withdrawing from such business or partnership, or in a case of a change of residence of such person or of the location where business is conducted, such form must be filed with the **Department of the City Clerk.**

After the withdrawal / change is completed, if the business is planning to continue to operate in Waltham, it is necessary to file a new Business Certificate.

Does a Business Certificate Expire?

- A Business certificate is in effect for four (4) years from the date of issue. A new filing must be made each four years as long as the business is conducted. It is the owner(s) responsibility to renew the form every four years, renewal forms **will not** be automatically sent out.

Do I have to display the Certificate?

- No, but you must provide a copy on request, during regular business hours, to any person who has purchased goods or services from such business

Fees:

- Business Certificate Filings \$ 50.00 **includes one certified copy**
- Withdrawals, Discontinuances, Changes, etc. ... \$ 30.00 **includes one certified copy**

Penalties:

- Violations of these provisions shall be subject to a fine of not more than three hundred dollars (\$300.00) for each month during which such violation continues.

By Mail:

Obtain form from Department of City Clerk. Fill out form completely.
Sign form before a NOTARY PUBLIC. Mail with check or money order made out to the **City of Waltham**, along with a self-addressed stamped envelope.

TAX ID NUMBER APPLY ON LINE AT:

www.mass.gov/dor

TAX ID QUESTIONS 617-887-6367

CITIZEN INFORMATION NUMBER:

1800-392-6090