

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 P.O. box may be used here. Include city, state and zip code.
5. Full Legal Name(s) of Person(s). Do not use nicknames, abbreviations or initials. Give complete address of residence of each person(s), include house number, street, city, state, and zip code.
6. If anyone listed in #5 is not an individual person, please see page 2 on reverse side.
7. Full legal signature(s) of person(s) listed in #5. This office will use a current valid driver's license or state issued I.D. for address verification/notary purposes. Certificates mailed to this office must be notarized prior to mailing.

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 Firm.
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. 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.
5. 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.
6. Full legal signatures of all persons (co-partners) listed above. If you need more room for signatures, attachments will be accepted as long as they are notarized.
7. One of the persons listed in #4 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/notary purposes.

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, 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 file in other counties (within the state) in which they plan 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 DBA, #4 on Co-Partnership)
3. Dissolve 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	
Dissolution:	\$10.00 - To dissolve an Assumed Name or Co-Partnership	
Copies of previously filed DBA's or Co-Partnerships	\$10.00 - Each.	

THIS INFORMATION SHOULD BE RETAINED FOR FUTURE REFERENCE

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 from your nearest Federal Building (address below). 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. Or, you can go online to the IRS at www.irs.gov.

For Forms: Phone 1-800-829-3676

For Assistance: Phone 1-800-829-1040

For Tele-Tin: Phone 1-800-829-4477

South Bend Office: 611 Lincolnway East
South Bend, Indiana
(574) 236-8149

Mondays Only: 8:00 - 4:45
Monday thru Friday: 8:30 - 4:45

Kalamazoo Office: 5220 Lovers Lane
Portage, Michigan 49001

Monday thru Thursday: 8:00 - 4:00
Friday: Closed

TO INQUIRE ABOUT CORPORATIONS AND LIMITED PARTNERSHIPS AND LICENSING:

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

Phone: (517) 241-6470 to obtain forms for registering as a corporation, limited partnerships or limited liability company, and information about trade marks and service marks.

Corporation, Securities & Land Development
Bureau with Department of Consumer & Industry Services
6546 Mercantile Way
P. O. Box 30054
Lansing, MI 48909
Website Address: <http://www.cis.state.mi.us/corp/>

Phone: 1-900-555-0031 or (517) 334-7561
Lets you check the availability of a corporate name.

Phone: (517) 241-6470 for Non-Profit Organizations and to verify a license name.

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) 335-0918
Phone: (517) 373-9879
Phone: (517) 373-9273
Phone: (517) 322-1400
Phone: (517) 241-9313
Phone: (517) 335-8000

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

Michigan Jobs Commission
Website Address: <http://www.state.mi.us/mjc/ceo>

Phone: (517) 373-9808
Gives licensing search & how to start a business.

Lake Michigan College

Phone: (269) 927-8100 Ext. 8179 To start a new 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.mistdc.org>

Phone: (877) 873-4567 Toll Free
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	Phone: (517) 373-3200	Information Line
Treasury Building	or: (517) 636-4660	Sales Use and Withholding
430 West Allegan Street	or: (517) 636-4730	Dept. - Info for Sales Tax for a new business
Lansing, Michigan 48922		or go online to: www.michigan.gov/treasury

TO OBTAIN INCOME TAX INFORMATION:

Federal:	Phone: 1-800-829-1040	Tax Assistance
	Phone: 1-800-829-3676	Tax Forms
State:	Phone: 1-800-487-7000	Information on Tax Questions
	Phone: 1-800-367-6263	Tax Forms to be mailed out
	Phone: 1-800-827-4000	Refund Status

TO OBTAIN TRADEMARKS:

Corporation, Securities & Land Development	Phone: (517) 334-8106
Bureau with Department of Consumer & Industry Services	
6546 Merchantile Way	
P. O. Box 30054	
Lansing, MI 48909	

Registered through United States with U.S. Patent & Trademark Office	Phone: 1-800-786-9199
Website Address: http://www.uspto.gov/ .	

PATENTS:

United States Patent Office	Phone: 1-800-786-9199
Website Address: http://www.uspto.gov/ .	

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Washington, DC 20559-6000	Phone: (212) 707-3000 Music Only (Atlantic Records)
Website Address: http://cweb.loc.gov/copyright/ .	