

**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. Do not use nicknames, abbreviations or initials. Give complete address of residence of person, 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 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, 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 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. 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 (co-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, 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 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. 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.

**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](http://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      Mondays Only: 8:00 - 4:45  
   South Bend, Indiana      Monday thru Friday: 8:30 - 4:45  
   (574) 236-8149

Kalamazoo Office:      5220 Lovers Lane      Monday thru Thursday: 8:00 - 4:00  
   Portage, Michigan 49001      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  
Treasury Building  
430 West Allegan Street  
Lansing, Michigan 48922

Phone: (517) 373-3200  
or: (517) 636-4660  
or: (517) 636-4730

(800) 367-6263

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

**TO OBTAIN INCOME TAX INFORMATION:**

Federal: Phone: 1-800-829-1040 Tax Assistance  
Phone: 1-800-829-3676 Tax Forms

State: Phone: 1-800-827-4000 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  
Bureau with Department of Consumer & Industry Services  
6546 Merchantile Way  
P. O. Box 30054  
Lansing, MI 48909

Phone: (517) 334-8106

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

Phone: 1-800-786-9199

**PATENTS:**

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

Phone: 1-800-786-9199

**COPYRIGHTS:**

Library of Congress  
Washington, DC 20559-6000  
Website Address: <http://cweb.loc.gov/copyright/>

Phone: (202) 707-3000 New Products  
Phone: (212) 707-3000 Music Only (Atlantic Records)