



Robert E. Cutler, Jr., CMC/CMMC
Town Clerk

TOWN OF FOXBOROUGH
40 SOUTH STREET
FOXBOROUGH, MASSACHUSETTS 02035
Tel. 508-543-1208
Fax. 508-543-6278

File #: _____
Exp. Date: _____
 New Filing
 Renewal-Prev. # _____
\$45.00 _____ Date Paid
 Workers' Comp. Affidavit
(Office use only)

BUSINESS CERTIFICATE

In conformity with the provisions of chapter one hundred ten, section five of the General Laws, as amended, the undersigned hereby declare(s) that a business is conducted under the title of:

Name of Business (above line)

Address of Business (above line)

Type of Business (above line) Telephone Number (above line) Email Address (above line)
by the following named person(s): (Include title, if corporate officer.)

FULL NAME

RESIDENCE

1. _____

2. _____

Under the penalties of perjury, I certify, that to my best knowledge and belief, I have filed all state tax returns and paid all state taxes as required under law. (M.G.L. Chapter 62C, 49A)

SIGN IN FRONT OF A NOTARY PUBLIC

*Signatures:

1. _____

2. _____

* This license will not be issued unless this certification clause is signed by the applicant.

State of _____ County of _____ ss.

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

(NOTARY SEAL)

SIGNATURE OF NOTARY PUBLIC / JUSTICE OF THE PEACE
COMMISSION EXPIRATION DATE:

Signatures:

Received by Town Clerk's Office: _____

*Approved by Zoning Enforcement Officer: _____ DATE: _____

*NOTE: Signature affixed is for business certificate purposes only and does not infer compliance with the Foxborough Zoning By-Laws.

In accordance with the provisions of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5 of Massachusetts General Laws, BUSINESS CERTIFICATES SHALL BE IN EFFECT FOR FOUR YEARS FROM THE DATE OF ISSUE AND SHALL BE RENEWED EACH FOUR YEARS THEREAFTER. A statement under oath must be filed with the City/Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership.

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 than three hundred dollars (\$300) for each month during which such violation continues.



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FILING A BUSINESS CERTIFICATE
(MGL, Chapter 110, Section 5)

WHO MUST FILE?

- Any person conducting business under any title other than the complete real name of the owner, whether individually or as a partnership.
- INC., CORP., LTD. may ONLY be used by a corporation.
- Any corporation doing business in a name other than the corporate name. (Must be filed by corporate officer.)

WHERE DOES ONE FILE?

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

WHAT ABOUT A CHANGE?

- Upon discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such business or of the location where business is conducted, a form declaring the change must be filed with the office of the Town Clerk.

DOES A BUSINESS CERTIFICATE EXPIRE?

- A business certificate is in force and effect for four (4) years from the date of issue. A new filing must be made every 4th year as long as the business is conducted.

DO I HAVE TO DISPLAY THE CERTIFICATE?

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

FEES

- Business Certificate filing (every four years) \$45.00
- Withdrawals, discontinuances, changes, etc. \$25.00

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.

HOW TO FILE A BUSINESS CERTIFICATE

1. Obtain forms at the Town Clerk's Office.
 - Business Certificate form
 - Workers' Compensation Affidavit - M.G.L. c. 152, §25C(6)
 - Inform us if an affidavit for your business is filed with another town department.
 - If applicable, file with us a copy of your workers' compensation policy.
2. Fill out completely, except for the *office use only* section.
3. If signed at the Clerk's office, your signature will be notarized as a part of the filing fee.

BY MAIL

1. Obtain forms from Town Clerk's Office.
2. Fill out completely, except for the *office use only* section.
3. Sign form **IN THE PRESENCE OF** a Notary Public.
4. Mail completed forms with a check or money order made out to the Town of Foxborough.
5. Mail with a self-addressed stamped envelope, so that we can send you your certified copy of your DBA.
6. Mail to:
Town Clerk's Office
40 South Street
Foxborough, MA 02035

ALL DBA'S ARE SUBJECT TO REVIEW BY THE ZONING ENFORCEMENT OFFICER.*

*Signature of Zoning Enforcement Officer on the business certificate does not infer total compliance with the Foxborough Zoning By-Laws.