



HOW TO FORM A SOLE PROPRIETORSHIP OR PARTNERSHIP

Who Must File a Business Certificate?

If you plan on conducting for-profit business in NYC under any name other than your own, you are required by law to file a Business Certificate in the appropriate County Clerks Office.

County Clerks' Offices

Brooklyn

Supreme Court Building
360 Adams St, Room 189
Brooklyn, NY 11201
311

Manhattan

Supreme Court Bldg,
60 Centre St.,
Room.103B,
New York, NY 10007
311

Staten Island

130 Stuyvesant Place,
st Floor,
Staten Island, NY 10301
311

Bronx

851 Grand Concourse,
Room 118,
Bronx, NY 10451
311

Queens

88-11 Sutphin Blvd.,
Room 106,
Queens, NY 11435
311

Which Forms Do I Need?

Sole Proprietorship (One owner):	Form X 201
Partnership (More than one owner):	Form X 74
Amend a Business Certificate:	Form T 224
Close a Sole Proprietorship:	Form T 341
Close a Partnership:	Form T 176

Where Do I Get the Proper Forms to File?

Forms may be available at commercial stationary stores that sell legal forms or you may phone Blumberg at (800) 221-2972 for a store location near you that carries the forms. (www.blumberglegalforms.com).

How Many Forms Should I Obtain?

Three (3) forms are recommended: one for the County Clerk, one for your bank if you plan on opening a business account, and the third for display at your business.

How Do I Determine Whether the Name I Want to Use Is Available?

You must complete a name search at the County Clerks office to assure that the chosen name is not already in use. The County Clerks office will conduct a search on their system at the time of the filing for availability.



Requirements

The Business Certificate Must Include:

- Completed forms must be notarized
- The name of the business
- The full street address (NO, P.O. Box or C/O)
- The full name of the business owner(s)
- Proof of home address

Proof of Home Address:

- Driver's license or car registration .Voter registration card
- Post marked envelope addressed to you in your full name
- Recent credit card statement with your name and address
- Bank statement/passport: full name & address

*The fee is \$100 to file plus \$10 each to certify both additional copies for a total of \$120. (All fees must be paid with cash, certified check, or money order.) Two copies of the form certified by the County Clerk will be returned to you. One is for a bank to open a bank account for your business; the other is for your place of business.