



Monroe County Clerk's Office

HOW TO FILE A DBA (Doing Business As) CERTIFICATE ALSO KNOWN AS ABN (Assumed Business Name)

1. DBA forms are available by visiting the Monroe County Clerk's Office at 39 West Main Street, Room 101 of the County Office Building or they can be found on our website www2.monroecounty.gov/clerk-index.php
2. Forms can be filed in person or through the mail.
In person filing - Our hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. A driver's license or a non-driver's ID is required in order for your signature to be notarized.
Filing by mail – completed and notarized forms can be mailed to our office at 39 West Main Street, Rochester, NY 14614. Checks should be payable to Monroe County Clerk.
3. The fee for filing a DBA is \$25.00 plus \$5.00 for a certified copy. The form fee is an additional \$3.00 for a sole proprietorship or \$4.00 for a partnership. **Cash, Visa, MasterCard, money order or a check made payable to "Monroe County Clerk's Office" will be accepted for the fees.** You will also receive a non-certified copy for your records.
4. For questions regarding collecting New York State **sales tax** or sales tax exemption requirements, call the New York State Tax Department at 518-485-2889. For questions regarding withholding taxes from your employees call 518-485-6654. Many questions may also be answered by visiting them online at www.tax.ny.gov.
5. For information regarding **New York State required permits and licenses**, visit the New York State Online Permit and Licensing website at <https://www.businessexpress.ny.gov/> or contact them at 518-485-5000.
6. For information regarding **local permits and licenses**, contact City Hall or the Town Hall for the town in which your business is located.
7. For information regarding **Federal Taxes and Federal Employer Identification Number**, contact the local IRS office at 255 East Avenue or call 1-800-829-1040. You can find more information online at www.irs.gov.
8. **Corporations and LLCs** are filed through the NYS Department of State. For more information contact them at 518-473-2492 or www.dos.ny.gov/corps/index.html
9. **Religious Corporations** may be filed with the Monroe County Clerk's Office.