

# Starting Your Business

With the Erie County Clerk's Office



## Erie County Clerk's Office



Dear New Business Owner,

As your County Clerk, I am more than happy to guide you through the process of starting your own business here in Erie County. I'm proud to say that starting a business begins right here in the Clerk's Office where you research and register your company name. Essentially, you will lay the foundation for your new business.

Starting your own business is a long and detailed process. But, with the right resources it does not have to be a frustrating or tedious one. That is why I have created this "Business Brochure" to assist you by providing an up-to-date list of resources that will contribute to making your business endeavor a successful one.

This is a very exciting time for you, and I realize that small businesses energize our economy in Western New York. I hope you find this information helpful. If I can ever be of further assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Jacobs".

*Chris Jacobs  
Erie County Clerk*

***Visit Our Office Online at [www.erie.gov/clerk](http://www.erie.gov/clerk)***

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The most common forms of business organizations are: sole proprietor, partnership, limited liability company and corporation. If you plan to conduct business under a name other than your own, you must register the name. Keep in mind that registration is not permission to conduct business.

## Sole Proprietorship:

The simplest form of a business structure owned by one individual is a **sole proprietorship**. All business responsibilities and decisions are those of the single owner. The owner of a sole proprietorship has unlimited liability for the business.

**Form:** Certificate of Conducting Business as a Sole Proprietor. Purchase this form from a Legal stationary store or download it from our website at [www.erie.gov/clerk](http://www.erie.gov/clerk). Complete and notarize the form and file it with the County Clerk in each county where the business is located. You usually need three copies: the original to file with the County Clerk, one for the bank and one for the business.

**Fee:** \$25 plus \$6 for each certified copy.

## Partnership:

A partnership is the relationship between two or more persons or companies that carry on a trade or business together. In the absence of a partnership agreement, the NYW Partnership Law sets forth the rights and duties of the partners.

**Form:** Certificate of Conducting Business as Partners. Purchase this form from a Legal stationary store or download it from our website at [www.erie.gov/clerk](http://www.erie.gov/clerk). Complete and notarize the form and file it with the County Clerk in each county where the business is located. You usually need three copies: the original to file with the County Clerk, one for the bank and one for the business.

**Fees:** \$25 plus \$6 for each certified copy.

**Limited Partnership:** The NYS Department of State requires the filing of a certificate. A limited partnership must publish a notice in two newspapers in the county where the business is located each week for six successive weeks specifying the details of the limited partnership within 120 days after filing. The filing fee for a limited partnership is \$200.

## Limited Liability Company:

A Limited Liability Company is an unincorporated business organization of one or more persons having limited liability for the contractual obligations and other liabilities of the business, other than a partnership or trust.

**Form:** The NYS Department of State requires the filing of Articles of Organization (See "Corporations" section for contact information.) An LLC must publish a notice in two newspapers in the county where the business is located each week for six successive weeks specifying the details of the limited liability company within 120 days after filing.

**Fees:** \$5 for each name search, \$20 for reservation of a name, \$200 for Articles of Organization, \$25 each for affidavits of publications.

**Tax Information:** The NYS Department of Taxation and Finance's Publication 16, "New York Tax Status of Limited Liability Companies and Limited Liability Partnerships" explains tax requirements for annual filing fees and how to conform to New York personal income tax and corporation franchise tax. This publication is available online. Refer to the "Tax Information" section for additional requirements and contact information. You should obtain approval from the Internal Revenue Service before requesting approval from the NYS Department of Taxation and Finance.

For more information contact:

NYS Department of State, Division of Corporations  
41 State Street, Albany, NY 12231-0001 \* (518) 473-2492  
[www.dos.state.ny.us](http://www.dos.state.ny.us)



### Corporations:

A New York State corporation is an entity separate and distinct from the individual(s) who owns and manages the business. A corporation can sell, buy and inherit property in its own name and is legally endowed with rights, powers and duties in the conduct of lawful activities. Business corporations operate for profit and can raise capital by selling shares of interest in the corporation. A corporation's debt and obligations are distinctly its own.

**Form:** Certificate of Incorporation. Obtain this form from the NYS Department of State at [www.dos.ny.gov/corps/dom\\_busfile.html](http://www.dos.ny.gov/corps/dom_busfile.html), purchase it from a legal stationary store, have it prepared by an attorney or apply online at [www.nys-opal.com](http://www.nys-opal.com).

**Fees:** \$5 for each name search, \$20 for reservation of name, \$125 for Certificate of Incorporation and additional charge for expedited service and a minimum tax of \$10 to cover stock issuance.

**Tax Information:** Corporations must file a franchise tax report and pay a franchise tax for all or part of each calendar/fiscal year the corporation exists. They must file federal tax returns. Refer to the "Tax Information" section for contact information.

**S Corporation:** Under Section 1362 of the Internal Revenue Code, certain small business corporations may report small income on personal tax returns. Individual shareholders who wish to obtain this option must file Federal Form 2553. Once the Internal Revenue Service grants approval, you must file Election Form CT-6 with the NYS Department of Taxation and Finance.

**Not-for-Profit Corporation:** Not-for-Profit corporations cannot distribute assets, income and profits to the benefits for the members, directors or officers except to the extent permitted by statute. The filing fee is \$75 with the NYS Department of State. You must obtain approval from the Internal Revenue Service before requesting approval from the NYS Department of Taxation and Finance.

**Foreign Corporation:** The NYS Department of State authorizes an out-of-state corporation to conduct business in New York. The basic filing fee is \$225 and a certificate of existence or good standing is always required from the jurisdiction that originally organized the corporation.

More information can be found at [www.dos.state.ny.us](http://www.dos.state.ny.us)

**New York State Government**





## Local Permits

A person contemplating starting a business should be aware of local laws. It is important to contact the village, town or city and county clerk where the business plans to locate. Examples of local considerations are zoning, parking, sign regulations and certain occupational licenses such as auctioneers, electricians and plumbers. It is advisable to contact your local government first.

Buffalo City Hall.....851-4200  
City of Lackawanna....827-6450  
City of Tonawanda.....695-1800

### Towns & Villages

Amherst.....631-7000  
Cheektowaga.....686-3400  
Hamburg.....649-6111  
West Seneca.....674-5600  
Williamsville.....632-4120

### Chambers of Commerce

Clarence.....631-3888  
East Aurora.....652-8444  
Orchard Park.....662-3366

## Governor's Office of Regulatory Reform

Some businesses require specific New York State permits. The Governor's Office of Regulatory Reform (GORR) defines a permit as any required license, registration or similar form of authorization required by New York State. Examples of businesses requiring a permit are: motor vehicle repair shops, beauty salons, food establishments, real estate sales and child day care centers. For assistance in identifying New York State permit requirements, or to request a Permit Assistance Kit contact:

### **Governor's Office of Regulatory Reform**

#### **Permit Assistance Unit**

800-342-3464 or 518-474-8275

[www.gorr.state.ny.us](http://www.gorr.state.ny.us)

Email: [permits@gorr.state.com](mailto:permits@gorr.state.com)

### **Resources from the Division of Equal Opportunity and Erie County Office of Economic Development**

[www.erie.gov/depts.eeo/business.asp](http://www.erie.gov/depts.eeo/business.asp) or call 858-7542

[www.erie.gov/environment/planning](http://www.erie.gov/environment/planning) or call 858-8390

## **State Licenses or Permits**

NYS Online Permit Assistance & Licensing (OPAL) helps you find the New York State business permits to start a new business.

[www.nys-opal.com](http://www.nys-opal.com) or call toll free 1-800-342-3464

**New York State Government**





## NYS Department of Taxation and Finance

**New York: The NYS Department of Taxation and Finance's** Publication 20, "New York State Tax Guide for New Businesses," provides basic information about New York State Tax Law and Regulations. This publication outlines the procedures to follow and forms to file with the NYS Department of Taxation and Finance to fulfill your tax obligations.

**Sales and Use Taxes:** If your business will sell tangible personal property or provide specific services in New York, the business is required to collect and remit NYS sales and local tax to the NYS Department of Taxation and Finance, usually on a quarterly basis. Publication 750, "A Guide to Sales Tax in New York State," has information regarding your obligations and how to obtain a "Certificate of Authority." The NYS Department of Taxation and Finance recommends filing for authority at least 20 days before providing taxable sales or services. You can apply online for a Certificate of Authority at: [www.nys-opal.com](http://www.nys-opal.com).

Forms and Publications are also available from:  
NYS Department of Taxation & Finance Sales Tax Registration  
W. Averill Harriman Campus, Albany, NY 12227  
Forms: 800-462-8100 or 518-485-6800  
Information: 800-225-5829 or 518-485-6800  
[www.tax.ny.gov/](http://www.tax.ny.gov/)

## Internal Revenue Service

**Federal: For federal tax** requirements contact the Internal Revenue Service for "The Small Business Resource Guide." This guide contains general information on your federal tax obligations such as estimated taxes and self-employment tax, as well as various publications for starting a business. Refer to the "Federal Identification Number" section for contact information.

A Federal (Employer) Identification Number (EIN), also known as a federal tax identification number, identifies a business entity. Generally, all businesses need a federal tax identification number (EIN), also known as a federal tax identification number, identifies a business entity. An EIN is a nine-digit number that the Internal Revenue Service assigns to a business. The IRS uses the number to identify taxpayers that are required to file various business tax returns such as those for alcohol, tobacco, or firearms. Employers, sole proprietorships, partnerships, limited liability companies and corporations (including "S" corporations and not-for-profit organizations) as well as other business entities use EINS.

Form: SS-4 Application for Employer Identification Number

For more information contact:  
Internal Revenue Service  
800-829-1040 or 800-829-4933  
[www.irs.gov](http://www.irs.gov)  
To apply online:  
[www.irs.gov/business/small](http://www.irs.gov/business/small)



## Employer Responsibilities

The Federal government requires all employers to have their employees fill out Form I-9 and Form W-4. Federal employment taxes required are: Federal Income Tax Withholding, Social Security and Medicare Taxes (FICA) and Federal Unemployment Tax (FUTA). The IRS' publication 15, "Circular E, Employer's Tax Guide," explains Federal tax responsibilities as an employer.

**Form I-9, Employment Eligibility Verification:** Obtain this form from the U.S. Citizenship and Immigration Services at 800-357-2099 or [www.uscis.gov](http://www.uscis.gov).

**Form W-4 Employees Withholding Allowance Certificate:** Obtain this form from the Internal Revenue Service. Call FORMS/PUBLICATIONS; 800-829-3676 or INFORMATION; or visit [www.irs.gov](http://www.irs.gov).

New York State requires all employers to provide: Unemployment, Workers' Compensation and Disability Insurances as well as comply with wage reporting and withholding tax requirements. The NYS Department of Taxations and Finance's Publication NYS-50 "Employers' Guide to Unemployment Insurance, Wage Reporting, and Withholding Tax," explains NYS tax responsibilities as an employer.

**Unemployment Insurance:** An employer who begins hiring employees to work in New York State is required to notify the NYS Department of Labor promptly to determine their appropriate tax status. Conditions for liability differ among not-for-profits, government, household/domestic, agricultural and all other employees.

For more information contact:  
**NYS Department of Labor**  
**Unemployment Insurance Division**  
518-457-5807 or 888-899-8810  
[www.labor.state.ny.us](http://www.labor.state.ny.us)

*The Erie County Clerk's Office processed 3,500 DBAs in 2010. That encouraging number reflects the number of new businesses in our county. Small businesses account for over 90% of the new jobs in our area and are a catalyst to stimulate the economy of Western New York.*

## Worker's Compensation Insurance:

Provides protection to the employer from liability in the event of an on-the-job injury resulting in employee disability or death and to provide monetary relief and medical benefits to the injured worker. This insurance is available through a private insurance carrier of the New York State Insurance Fund (NYSIF) at 866-697-4332 or [www.nysif.com](http://www.nysif.com). NOTE: Worker's Compensation is also available to sole proprietors or partners who have no employees.

## Disability Insurance:

Provides for the payment of cash benefits to employees who become disabled because of injuries or sickness that have no connection to their employment. Employers and employees may pay for this insurance jointly or solely by the employer. This insurance is available through a private insurance carrier or the NYSIF.



### Steps for Start-Ups

**1) Draft a Business Plan and describe the steps necessary to accomplish it. Primary components of the plan should include:**

- **Business Description and Objectives**
- **Marketing Plan** – identify your target market, competitor analysis, advertising and public relations
- **Personnel Requirements** – describe the job functions of all key people or positions
- **Financial Planning** – establish and identify start-up costs, cash flow projections and complete forms such as an income statement, balance sheet and key ratios.

**2) Decide legal structure and file necessary paperwork**

- **Sole Proprietorship:** obtain a 'Business Certificate' form (or download from our website.) Completed forms with notarized signatures should be filed with the County Clerk's Office.
- **Partnerships:** obtain a 'Business Certificate for Partners' form. Completed forms with notarized signatures should be filed with the County Clerk's Office. It is advisable to consult a lawyer prior to filing the certificate.
- **Corporation:** All Limited Liability Companies, Corporations, etc. are filed in Albany with the Division of Corporations. They can be contacted either at 518-473-2492 or via the internet at [www.dos.state.ny.us/corps](http://www.dos.state.ny.us/corps)

**3) Sales Tax ID Number:** Contact the NYS Department of Taxation & Finance and ask for a sales tax kit. For general information call 518-457-5342, the office is located at 77 Broadway. For information only you can access, visit <http://www.tax.ny.gov/>

**4) NYS Permits & Licenses:** Contact the office of Business Permits and Regulatory Assistance (OPAL) and ask for a Permit Assistance Kit at 1 -800-342-3464.

**5) Local Licenses & Permits:** Call the local city/town hall and the county office for area requirements. If you plan to operate a business in your home, check to make sure you are not in violation of local zoning ordinances. Buffalo City Hall Offices of Permits: 851-4926, Licenses: 851-4078.

**6) Federal Taxes & Federal Employer Identification Number (EIN):** If you are forming a corporation or a partnership, or if you plan to hire employees, you must file an EIN (IRS Form SS-4). If you are a sole proprietorship with no employees you may use your own social security number on federal tax forms. Stop at your local IRS Office at 130 S. Elmwood Ave, Buffalo 1<sup>st</sup> Floor or call 1-800-829-3676 for the appropriate paperwork.

**7) If you plan to hire employees:**

- Obtain an EIN by contacting the IRS. Once you return the completed form you will receive the forms that you will be required to submit to the federal government.
- Contact the NYS Department of Labor to determine your obligation to NY State Unemployment. Contact <http://www.labor.ny.gov/employerinformation.shtm>



- Contact the NYS Department of Taxation & Finance 518-457-5342 regarding forms for NYS withholdings - also check on FICA requirements.
- NYS law requires that you obtain Workers Compensation & Disability insurance coverage for all of your employees. Contact [www.wcb.state.ny.us/](http://www.wcb.state.ny.us/)

## 7) Build a team of advisors to help you

- **Certified Public Accountants**- to advise on tax strategies and record keeping
- **Lawyer**- to review and produce legal documents and general advice
- **Commercial Insurance Agent**- for liability coverage and any other forms of insurance your business may require

**8) Open a Commercial Banking Account:** Maintain this account separately from your personal account. The bank will require a stamped, certified DBA certificate or a copy of your incorporation papers with your corporate seal affixed.

**9) Arrange for a Business phone line/internet line to be installed.** By doing this you will be entitled to a business listing. Consider an answering machine or answering service for calls that come in during your absence.

**10) Keep a *cash cushion* on hand for emergencies.** Enough reserve for three to six months worth of expenses.

**11) Announcements:** Send announcements of your business start-up to the media, potential customers and friends.

**12) Contact the US Small Business Administration at (716) 551-4301 for more info.**

**13) Utilize FREE counseling services with:**

- **SCORE (Service Corps of Retires Executives)** at (<http://www.score.org>)
- **SBDC (Small Business Development Centers)**

Buffalo (716) 878-4030

Jamestown (716) 338-1024

Niagara (716) 434-3815

## **OTHER GOVERNMENT OFFICES THAT MAY BE OF SERVICE:**

License Office- City Hall (716)-851-4078

Permit Office- City Hall (716)- 851-4926

State Department of Licenses 1-800-342-3464



## Tax Incentives

There are many tax incentives available for small businesses in the general business tax credit, especially credits for energy efficiency. For example, the investment credit has credits for rehabilitation and energy. There are other credits for alternative fuel and motor vehicles, energy efficient appliances (for manufacturers) and energy efficient homes (for contractors).

There are also general business credits for employer-provided childcare facilities and services, increasing research activities, small employer health insurance premiums, disabled access, new hire retention, work opportunity credit and more.

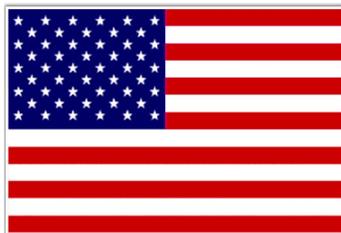
For a full list of credits, forms and information on incentives visit [www.irs.gov/business/small](http://www.irs.gov/business/small).

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## Return the FAVOR

**New business owners– you can "Return the F.A.V.O.R."** and give back to those serving you. The Erie County Clerk's Office now offers a discount program honoring our men and women of the Military. Find & Assist Vets Of Record is an outreach program designed to promote the filing of military discharge papers while simultaneously giving back to the community. When they file their papers for safekeeping with us, the Veterans are given a laminated card which identifies them as active duty or retired military, and entitles them to discounts to a wide range of services and businesses. These discounts are offered by the merchant, and veterans can see a complete list of discounts offered on our website ([www.erie.gov/clerk](http://www.erie.gov/clerk)).

**Do you offer a military discount? Do you want to join our listing? Contact Tom Garlick at 858-7754 for more information and to register your business with us.**





## **I want to start a business. What do I do first?**

First, decide on a name. Then, contact the Erie County Clerk's Office to file a DBA.

## **Where can I get the necessary forms?**

Go online to our website to get your "Doing Business As" (DBA) form which is necessary to register your business. A \$35 fee covers the filing, a certified copy for the filer's records and a certified copy for a business bank account. Additional certified copies are \$6 each. We will re-search your business name and process your DBA.

## **What can I name my company?**

Any name is acceptable with the exception of the following suffixes: Inc., LLP, LLC or anything else that might have a specific legal meaning. Our staff will work with you to ensure your name is not already in use.

## **Where can I file my DBA?**

All sole proprietorship and partnership DBAs for businesses whose transactions will be in Erie County should be filed in the Erie County Clerk's Basement Records Room at 92 Franklin St. Buffalo, NY 14202.

## **Can I mail it in?**

Yes, however a search fee of \$5 for every two years we search will be added to the price. The form must be filled out correctly and notarized with self-addressed, stamped envelopes provided for each certified copy needed.

## **How much does it cost?**

It costs \$25 to file and \$6 for each certified copy. If you provide your own forms, it is only \$5 per certified copy. Most people who are interested in starting a business receive two certified copies (one for the bank and one for personal records).

## **What do I need to start a DBA?**

In order to file all the necessary paperwork you need a valid form of photo ID (like a NYS Driver's License) and cash, check or money order payable to "Erie County Clerk."

## **Can I get my DBA notarized at Erie County Hall?**

Yes! There are a number of Notaries and Commissioners of Deeds here that are available to notarize your DBA. In Basement Records all of our clerks are qualified to notarize your documents as well as make sure they are completed correctly.

## **Where can I go to obtain licenses and permits?**

The best thing to do is to contact your local city/town hall for specific requirements. If you plan to operate a business in your home, check to make sure you are not in violation of local zoning ordinances. To contact Buffalo City Hall, call 851-4954.

## **Can I start a corporation or DBA under a corporation with the county?**

No, at this time all corporations and DBAs for a corporation owner are done through the Division of Corporations in Albany. For more information contact (518) 473-2492 or visit [www.dos.state.ny.us](http://www.dos.state.ny.us).



### **Buffalo and Erie County Public Library**

The library has references on planning, starting and running a small business. Contact: [www.buffalolib.org](http://www.buffalolib.org) or 858-8900.

### **Buffalo Niagara Enterprise (BNE)**

The BNE is a nonprofit, private business development and regional marketing organization for Buffalo Niagara region businesses. They provide assistance with location decisions and information on demographics and incentives. Contact: [www.buffaloniagara.org](http://www.buffaloniagara.org) or 842-1330.

### **Buffalo Niagara Partnership**

The partnership of local employers offers its members products and services designed to save money and increase revenue. Contact: [www.thepartnership.org](http://www.thepartnership.org) or 852-7100.

### **Buffalo State College Business Development Center**

The center provides free one-on-one counseling for small business owners as well as training and instructional programs targeting the individual needs and interests of entrepreneurs. Special programs are offered for veterans, disabled and minorities. Contact: [www.buffalostate.edu/sbdc](http://www.buffalostate.edu/sbdc) or 878-4030.

### **Canisius College Women's Business Center**

The center provides women business owners and entrepreneurs coaching, education, business development programs, and networking opportunities.

### **Clarence Industrial Development Agency**

The development agency has incentive programs and financial assistance to encourage economic growth and development in the Town of Clarence. Contact: [www.erie.gov/departments.asp](http://www.erie.gov/departments.asp) or 741-8930.

### **Division of Minority and Women-Owned Business Development**

The division runs the Minority and Women's Business Enterprise (MWBE) program. Certified MWBE companies are listed in the "Directory of Certified Minority and Women-Owned Business Enterprises." Contact: [www.nylovesmwbe.ny.gov](http://www.nylovesmwbe.ny.gov) or Empire State Development-Buffalo Office at 856-8111.

### **Empire State Development**

The agency promotes economic development by providing incentives and initiatives to support small business. Contact: [www.empire.state.ny.us](http://www.empire.state.ny.us) or call 856-8111 or 1-800-8369.

### **Empire State Division for Small Business**

The division provides resources on start-up, financing, technical assistance, permits and licensing and more. Contact: <http://www.esd.ny.gov/smallbusiness.html> or 800-782-8369.

### **Erie County Industrial Development Agency**

The agency provides resources like incentive and loan programs to encourage investment and create a successful business climate. Contact: [www.ecidany.com](http://www.ecidany.com) or 856-6525.

### **Greater Lockport Development Corporation**

The development corporation provides loans to new and existing businesses in Lockport. Contact: [www.elockport.com/city-community-development.php](http://www.elockport.com/city-community-development.php) or 439-6688.

### **Hamburg Development Corporation**

The development corporation provides loans to new and existing businesses in the Town of Hamburg. Contact: [www.townofhamburgny.com](http://www.townofhamburgny.com) or 648-4145.

### **Lackawanna Empire Zone**

The organization provides incentives to businesses expanding or starting in a designated area in the First Ward of the City of Lackawanna. Contact: [www.lackawannany.com](http://www.lackawannany.com) or 827-6421.

### **Minority and Women Business Enterprise**

The enterprise helps minority and women business enterprises find public and private sector business opportunities. Contact: [www.mwbe.com](http://www.mwbe.com).

### **NYS Banking Department**

The department offers technical and financial assistance to small businesses. Contact: [www.banking.state.ny.us](http://www.banking.state.ny.us) or 1-877-BANK-NYS.

### **NYS Business Development Corp.**

The development corporation works with banks to provide innovative loans to businesses. Contact [www.nybdc.com](http://www.nybdc.com) or 626-3423.

### **NYS Energy and Development Authority**

The authority offers energy efficiency assistance programs to businesses. Contact: [www.nyserda.org](http://www.nyserda.org) or 866-NYSERDA.

### **NYS Small Business Development Center**

The center provides resources and trainings for small businesses on starting and growing. Contact: [www.nyssbdc.org](http://www.nyssbdc.org) or 878-4030.

### **Orchard Park Economic Development Committee**

The development committee assists businesses looking to locate and expand in Orchard Park. They provide a list of available commercial and industrial properties for purchase, lease or rent and other assistance. Contact: [www.orchardparkny.org](http://www.orchardparkny.org).

### **University at Buffalo School of Management**

The 10-month Core Program in the University at Buffalo Center for Entrepreneurial Leadership is meant to enhance the management abilities of business leaders and the profitability of their resources. Contact: [www.mgt.buffalo.edu](http://www.mgt.buffalo.edu) or 885-5715.

### **Upstate Regional Minority Purchasing Council, Inc.**

The council encourages business opportunities between corporations and minority-owned businesses. Contact: [www.unyrcmpci.org](http://www.unyrcmpci.org) or 871-4120.

### **United States Department of Labor**

The Bureau of Labor Statistics provides economic and labor statistics on areas like employment, wages, inflation and productivity. Contact: [www.bls.org](http://www.bls.org) or 202-691-5200.

### **SCORE Buffalo**

The Score Association assists with securing financing for businesses and developing an effective business plan. They provide free business counseling and low-cost workshops. Contact: [www.scorebuffalo.org](http://www.scorebuffalo.org) or 551-4301.

### **United States Small Business Association**

The association provides resources on education and training, loans and grants and starting up. Contact: [www.sba.gov](http://www.sba.gov) or 800-827-5722.

**Contact your local Chamber of Commerce at [www.allwny.com/chamber.html](http://www.allwny.com/chamber.html)  
Your local chamber offers resources and promotional programs for businesses.**

**[www.erie.gov/clerk](http://www.erie.gov/clerk)**

# Business Certificate

*I hereby certify* that I am conducting or transacting business under the name or designation of

at \_\_\_\_\_, \_\_\_\_\_ County of Erie, State of New York \_\_\_\_\_  
(Address) (City/Town) (Zip Code)

My full name is [PRINT OR TYPE NAME; IF UNDER 18 YEARS OF AGE, STATE "I AM...YEARS OF AGE."]

and I reside at

*I further certify* that I am the successor in interest to

the person or persons heretofore using such name or names to carry on or conduct or transact business.

*In Witness Whereof*, I have signed this certificate on



ACKNOWLEDGEMENT IN NEW YORK STATE (RPL 309-A)

State of New York  
County of Erie } SS.:

On \_\_\_\_\_ before me, the undersigned, personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) acted, executed the instrument.

(signature and office of individual taking acknowledgement)  
Affix seal/stamp

**14**

**Business Certificate for Partners**

The undersigned do hereby certify that they are conducting or transacting business as members of a partnership under the name or designation of

At \_\_\_\_\_, \_\_\_\_\_ County of Erie, State of New York \_\_\_\_\_  
(Address) (City/Town) (Zip Code)

The full names of all the persons conducting or transacting such partnership including the full names of all the partners with the residence address of each such person, and the age of any who may be infants, are as follows:

NAME <i>(Specify which are infants and state ages)</i>	RESIDENCE

**We do further certify** that we are successors in interest to

The person or persons heretofore using such name or names to carry on or conduct or transact business

**In Witness Whereof**, We have signed this certificate on

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACKNOWLEDGEMENT IN NEW YORK STATE (RPL 309-A)

State of New York  
County of Erie } SS.:

On \_\_\_\_\_ before me, the undersigned, personally appeared

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature (s) on the instrument, the individual(s) acted, executed the instrument.

\_\_\_\_\_  
(Signature and office of individual taking acknowledgement)  
Affix seal/stamp

# Amended Business Certificate

*The undersigned hereby certify a certificate of doing business under the name*

*for the conduct of business at \_\_\_\_\_, \_\_\_\_\_  
(Address) (City/Town)  
County of Erie, State of New York \_\_\_\_\_  
(Zip Code)*

*Was filed in the office of the County Clerk of Erie on the \_\_\_ day of \_\_\_\_\_*

*Under the index number \_\_\_\_\_; that the last amended certificate was filed on the \_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ in the office of the said County Clerk under the index number \_\_\_\_\_.*

*It is hereby further certified that this amended certificate is made for the purpose of more accurately setting forth the facts recited in the original certificate or the last amended certificate and to set forth the following changes in such facts:*

*In Witness Whereof, the undersigned have this \_\_\_ day of \_\_\_\_\_ made and signed this certificate.*

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*ACKNOWLEDGEMENT IN NEW YORK STATE (RPL 309-A)*

*State of New York  
County of Erie } SS.:*

*On \_\_\_\_\_ before me, the undersigned, personally appeared*

*personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) acted, executed the instrument.*

*(signature and office of individual taking acknowledgement)  
Affix seal/stamp*



**RETURN THE F.A.V.O.R.**  
**Find & Assist Vets Of Record**  
**Erie County Discount Program**



**Merchant Application Form**

Please use this form to enroll your business in our "RETURN THE FAVOR" Discount Program. Be sure to include the official name of your business, it's address, hours and discount specifications. This form must be signed by the business owner and returned to the Erie County Clerk's Office. Please be aware that merchant's reserve the right to withdraw from the program at any time. Merchants and Discounts Available along with a link to your website will be updated at [www.erie.gov/clerk](http://www.erie.gov/clerk)

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Hours \_\_\_\_\_

% Discount Specifications: (Check One)

\_\_\_\_\_ 5% \_\_\_\_\_ 10% \_\_\_\_\_ 15% \_\_\_\_\_ Other \_\_\_\_\_ %

Limitations or conditions:

\_\_\_\_\_  
\_\_\_\_\_

Business Owner Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Website \_\_\_\_\_

Return this form to:

**By Mail:**

Erie County Clerk's Office  
92 Franklin Street  
Buffalo, New York 14202

**By Fax:**

(716) 858-6550

**This pamphlet contains general information for starting a business. Use this brochure as a reference guide for general business requirements but not as legal or financial advice. Filing fees and tax information were current on date of publication, but you should verify them prior to finalizing your business plans. We suggest you discuss your business plans with an attorney and/or accountant.**

**Erie County Clerk's Office**

92 Franklin Street

Buffalo, NY 14202

716-858-8865

[www.erie.gov/clerk](http://www.erie.gov/clerk)