

## MUSKEGON COUNTY INSTRUCTION/INFORMATION FOR BUSINESS NAMES

### Filing Fees for Original/Renewal Certificates

|                |         |   |
|----------------|---------|---|
| 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. |

### INSTRUCTIONS

#### **CERTIFICATE OF ASSUMED NAME. THIS IS A LEGAL DOCUMENT. TYPE OR PRINT CLEARLY.**

1. Check if this is an original or a renewal certificate (amendments are for mistakes only, such as address numbers or business name spelled wrong).
2. Name of Business.
3. Principal Address of Business. Complete address of business, including city, state, zip code, and telephone number of business or other. Do not use a P.O. Box.
4. Mailing Address (if different). A P.O. Box may be used here. Include city, state and zip code.
5. Full Legal Names(s) of Person(s). Do not use nicknames, abbreviations or initials. Complete residence address of person(s) including city, state and zip code.
6. Do not complete reverse side unless persons in #5 are a partnership, limited partnership, trust, fiduciary or other entities capable of contracting.
7. Full Legal Signature(s) of person(s) listed in #5 signed before a Notary Public. This office will use a current valid driver's license or state issued I.D. for notary purposes. Certificates mailed to this office must be notarized prior to mailing.

#### **CERTIFICATE OF CO-PARTNERSHIP. THIS IS A LEGAL DOCUMENT. TYPE OR PRINT CLEARLY.**

1. Check if this is an original or a renewal (Amendments are for mistakes only, such as address numbers or business name spelled wrong).
2. Name of Firm.
3. Principal Address of Business. Complete address of business, including city, state, and zip code. Do not use a P.O. Box.  
Mailing Address (if different). A P.O. Box may be used here. Include city, state and zip code.
4. Full Legal Names of Persons. Do not use nicknames, abbreviations or initials. Complete residence address of persons, including city, state and zip code.
5. If there is 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.
6. Full Legal Signatures of all Persons (copartners) listed above signed before a Notary Public or
7. One of the persons listed in #2 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 notary purposes.

**ADDITIONAL INFORMATION ON REVERSE SIDE**

## THIS INFORMATION SHOULD BE RETAINED FOR FUTURE REFERENCE

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 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 Muskegon County must use forms provided by this office.

It is your responsibility to notify this office and file the required forms if you:

1. Change the principal business address (#3 of either certificate)
2. Add or delete persons
3. Dissolve the business

Corporations do not file "Assumed Names: with this office. Contact the Michigan Secretary of State.

Non-profit organizations do not file with this office. Check [irs.gov/charities](http://irs.gov/charities) for more information.

Assumed Name and Copartnership Certificates must be filed in every county business is conducted.

Listed below are some of the agencies that handle other requirements and regulations which may affect your business. Please contact them directly.

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### STATE OF MICHIGAN CORPORATION DIVISION

Department of Energy, Labor and Economic Growth

Bureau of Commercial Services

[mi.gov/corporations](http://mi.gov/corporations) also see [michigan.gov/business](http://michigan.gov/business)

QUESTIONS REGARDING: Incorporation, Limited Partnerships, Limited Liability Companies, call (517) 241-6470. Register with the Michigan Secretary of State.

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To determine if you need a state license:

MICHIGAN BUREAU OF LICENSING & REGULATION

[www.michigan.gov/statelicensesearch](http://www.michigan.gov/statelicensesearch)

FOR PERMIT AND LOCAL LICENSING INFORMATION: Contact the city, township or village where business is located.

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United States Patent and Trademark Office

[www.uspto.gov](http://www.uspto.gov)

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### TAX INFORMATION

Michigan Department of Treasury (State)

(517) 636-4660

or online at: [www.michigan.gov/treasury](http://www.michigan.gov/treasury)

check with your accountant for information and forms

Internal Revenue Service-[www.irs.gov](http://www.irs.gov)

Internal Revenue Service (Federal)

(800) 829-1040

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[co.muskegon.mi.us/clerk/](http://co.muskegon.mi.us/clerk/) Information regarding starting a business in Michigan

[www.business.gov](http://www.business.gov) One stop information for small business from the Small Business Administration

[www.sba.gov](http://www.sba.gov) Small Business Administration

[scoremuskegon.org](http://scoremuskegon.org) Service Corp. of Retired Executives 231/ 722-3751

[muskegon.org](http://muskegon.org) Muskegon Area Chamber of Commerce 231/ 722-3751