
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
(718) 404-9750

Manhattan

Supreme Court Bldg,
60 Centre St., Room.103B,
New York, NY 10007
(646) 386-5955

Staten Island

130 Stuyvesant Place, st
Floor,
Staten Island, NY 10301
(718) 390-5396

Bronx

851 Grand Concourse, Room 118,
Bronx, NY 10451
(718) 590-3682

Queens

88-11 Sutphin Blvd., Room 106,
Queens, NY 11435
(718) 290-0600

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

Proof of Home Address:

- Driver's license or car registration .Voter

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- 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
 - 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.**

How to Form a Corporation in New York State

Which Form do I need?

Business Corporation: Certificate of Incorporation

Limited Liability Company: Articles of Organization

Limited Partnership: Certificate of Limited Partnership

Limited Liability Partnership: Certificate of Registration

Where Do I Get the Proper Forms to File?

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***A corporate kit contains a corporate seal, blank stock certificates for the shares the corporation is authorized to issue, and forms for recording the minutes of meetings of the corporation. The kits are not available at The Department of State and a corporate seal is no longer required by NY State.**

Where Do I File It?

Corporations are formed by filing a Certificate of Incorporation with the New York Department of State. If you are mailing the certificate, the completed signed form together with the necessary filing fees should be sent to the NYS Department of State, Division of Corporations, State Records and Uniform Commercial Code, 41 State Street, Albany, NY 12231. Or you also may bring the certificate for processing to the Department of State at the address stated above.

***The filing fee for a certificate of incorporation is \$125, plus an additional minimum of \$10 representing the tax on the shares the corporation is authorized to issue.**

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

The Department of State will make a determination of name availability in response to written requests addressed to the Albany office of the Department of State that are accompanied by a fee of \$5 for each name to be searched for availability (no phone inquiries).

Customer Service Representatives/Certificate Filing Assistance

Please call (518) 473-2492 or visit <http://www.dos.state.ny.us/corp/corpwww.html>