

Registering Your Business

HOW TO FORM A SOLE PROPRIETORSHIP OR PARTNERSHIP

Which Form 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 File It? File at your local County Clerk's office.

Brooklyn	360 Adams St, Room 189, Brooklyn, NY 11201	(347) 404-9750
Bronx	851 Grand Concourse, Room 118, Bronx, NY 10451	(718) 590-3682
Manhattan	60 Centre St, Room.103B, New York, NY 10007	(646) 386-5955
Queens	88-11 Sutphin Blvd, Room 105, Queens, NY 11435	(718) 290-0600
Staten Island	130 Stuyvesant Place, 1st Floor, Staten Island, NY 10301	(718) 390-5396

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 or visit www.blumberg.com.

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 File It?

Corporations are formed by filing a Certificate of Incorporation with the New York Department of State, NYS Department of State, Division of Corporations, State Records and Uniform Commercial Code, 41 State Street, Albany, NY 12231.

Where Do I Get the Proper Forms to File?

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Customer Service Representatives/Certificate Filing Assistance

For general information on filing procedures and fees, call the automated system at (518) 473-2492 or visit www.dos.state.ny.us/corp/corpwww.html.