



ORANGE COUNTY CLERK'S OFFICE

255 MAIN STREET GOSHEN, NEW YORK 10924
845-291-2690 FAX: 845-378-2368

COUNTY CLERK KELLY A. ESKEW

JAMES MCGEE
DEPUTY COUNTY CLERK

PATRICIA MCMULLEN
DEPUTY COUNTY CLERK, DMV

WWW.ORANGECOUNTYGOV.COM/COUNTYCLERK

COUNTY CLERK
KELLY A. ESKEW

CONGRATULATES YOU & WISHES YOU THE BEST OF LUCK
WITH YOUR NEW BUSINESS VENTURE.



ORANGE COUNTY CLERK'S OFFICE

255 MAIN STREET GOSHEN, NEW YORK 10924
845- 291- 2690 FAX: 845- 378-2368

COUNTY CLERK KELLY A. ESKEW

JAMES MCGEE
DEPUTY COUNTY CLERK

PATRICIA MCMULLEN
DEPUTY COUNTY CLERK, DMV

WWW.ORANGECOUNTYGOV.COM/COUNTYCLERK

BUSINESS CERTIFICATES

- 1.) FORMS MUST BE COMPLETED, SIGNED AND NOTARIZED WHEN PRESENTED FOR FILING.
(NOTARIES AVAILABLE IN COUNTY CLERK'S OFFICE)

The following forms may be obtained directly from the County Clerk's website at no charge.

BUSINESS CERTIFICATE (or D/B/A) – individual or sole proprietorship.
\$25.00 filing fee

BUSINESS CERTIFICATE for PARTNERS – two or more individuals as partners.
\$25.00 filing fee

AMENDED BUSINESS CERTIFICATE – address change or adding or dropping partner
\$25.00 filing fee

DISCONTINUANCE OF BUSINESS – to discontinue a business on file (sole or partner)
NO FEE to file

- 2.) ORIGINALS ONLY ACCEPTED FOR FILING.

- 3.) CERTIFIED COPY FEE \$5.00

- 4.) WE ACCEPT **CASH, CHECK, OR MONEY ORDER** AS PAYMENT OF FEES.

(Made payable to Orange County Clerk)

- 5.) SALES TAX INFORMATION OR TAX ID CONTACT NYS SALES TAX BUREAU – 1-518-485-2889

NYS TAX & FINANCE DEPT: www.tax.state.ny.us

1-800-698-2909

- 6.) FOR INFORMATION REGARDING INCORPORATIONS, LLC AND LLP'S AND NOT-FOR-PROFIT CORPORATIONS, CONTACT THE NYS DEPARTMENT OF STATE, DIVISION OF CORPORATIONS, 41 STATE STREET, ALBANY, NEW YORK 12231, TELEPHONE 1-518-473-2492.

YOU MAY FIND HELPFUL INFORMATION AND GUIDELINES FOR NEW BUSINESSES AT THE FOLLOWING WEBSITES:

NYS DIVISION OF LICENSING SVCS: (518)474-4429
EMPIRE STATE DEVELOPMENT:
US SMALL BUSINESS ADMINISTRATION:
NYS SMALL BUSINESS DEVELOPMENT CENTERS:
VIRTUAL SMALL BUSINESS TAX WORKSHOP

www.dos.state.ny.us/lcns/licensing.html
www.empire.state.ny.us. (e-bizNYS)
www.sba.gov/ny
www.nyssbdc.org
www.irs.gov/businesses/small/article/0



ORANGE COUNTY CLERK'S OFFICE

255 MAIN STREET GOSHEN, NEW YORK 10924
845- 291- 2690 FAX: 845- 378-2368

COUNTY CLERK KELLY A. ESKEW

JAMES MCGEE
DEPUTY COUNTY CLERK

PATRICIA MCMULLEN
DEPUTY COUNTY CLERK, DMV

WWW.ORANGECOUNTYGOV.COM/COUNTYCLERK

LICENSING INSTRUCTIONS

Congratulations on the filing of your business certificate, you have now registered this business name with the County Clerk's Office which is required by General Business law.

This **does not** take the place of a license.

Certain types of businesses require that the party performing the service be licensed in addition to the name of the business name being registered.

It is **your responsibility** to make sure that your business has all the proper licenses and certificates. Below are some resources for licensing in New York State.

Dept. of State Division of Licensing Services Website for NYS:

<https://www.dos.ny.gov/licensing/>

NYS Licensing Services:

<https://www.ny.gov/services/licenses>

Applicants help line (518) 474-4429.



ORANGE COUNTY CLERK'S OFFICE

255 MAIN STREET GOSHEN, NEW YORK 10924
845- 291- 2690 FAX: 845- 378-2368

COUNTY CLERK KELLY A. ESKEW

JAMES MCGEE
DEPUTY COUNTY CLERK

PATRICIA MCMULLEN
DEPUTY COUNTY CLERK, DMV

WWW.ORANGECOUNTYGOV.COM/COUNTYCLERK

WHAT BUSINESS OWNERS NEED TO KNOW

As a business owner, you need to know your federal and state tax responsibilities.

In addition to knowing about federal and state taxes, you need to make some basic business decisions.

Understanding and complying with tax requirements is a necessary aspect of doing business.

IRS SMALL BUSINESS AND SELF-EMPLOYED ONE-STOP RESOURCE

<http://www.irs.gov/businesses/small/index.html>

THE SMALL BUSINESS ADMINISTRATION HAS SOME GREAT INFORMATION ABOUT PLANNING, LAUNCHING, MANAGING AND GROWING YOUR BUSINESS.

<https://www.sba.gov/business-guide>

NYS HAS MANY RESOURCES AND INFORMATION REGARDING DOING BUSINESS IN NYS.

<https://www.dos.ny.gov/corps/>

HERE ARE A FEW OTHER SMALL BUSINESS RESOURCES

SOCIAL SECURITY ADMINISTRATION:

<https://www.ssa.gov/bsa/>

US DEPT. OF LABOR:

<https://www.dol.gov/agencies/oasam/business-operations-center/osdbu/compliance-assistance>

DEPT. OF AGRICULTURE:

<https://www.dm.usda.gov/smallbus/index.php>

THE ABOVE RESOURCES CAN HELP GUIDE IN SUBJECTS SUCH AS: EIN NUMBERS, STARTING, OPERATION AND CLOSING OF A BUSINESS. AS WELL AS RESOURCES TO HELP YOUR NEW BUSINESS GROW.

CONGRATULATION AND GOOD LUCK WITH YOUR NEW ENDEAVOR!



ORANGE COUNTY CLERK'S OFFICE

255 MAIN STREET GOSHEN, NEW YORK 10924
845-291-2690 FAX: 845-378-2368

COUNTY CLERK KELLY A. ESKEW

JAMES MCGEE
DEPUTY COUNTY CLERK

PATRICIA MCMULLEN
DEPUTY COUNTY CLERK, DMV

WWW.ORANGECOUNTYGOV.COM/COUNTYCLERK

IRS CALENDARS:

In order to view the IRS Small Business Tax Calendar, go to the following:

WWW.IRS.GOV

Go to – Forms & Instructions

Search for Form # 1518 to view the calendar



RETURN THE F.A.V.O.R.

O.C.V.D.P.
ORANGE COUNTY'S
VETERANS DISCOUNT PROGRAM

Dear Orange County Business Owner:

In an effort to acknowledge the sacrifices of our veterans who have given so much for home and country, the offices of the County Executive, the County Clerk and the Veteran's Services invited the business owners of Orange County to join in the O.C.V.D.P RETURN THE F.A.V.O.R, Orange County's Veterans Discount Program.

This program has enabled Orange County Veterans to receive a discount from Orange County business owners. Under this exciting program, honorable discharged Veterans and qualifying spouses will receive a picture I.D. card to present to participating merchants who will then honor the cardholders by providing a discount on purchases and services.

The names and addresses of participating merchants are published in a booklet that is distributed to the Veteran when he/she receives their discount card. Involvement in this program will undoubtedly result in increased traffic and sales. A window decal is provided to each merchant announcing their enrollment in the program.

An O.C.V.D.P RETURN THE F.A.V.O.R, Orange County's Veterans Discount Program merchant application is attached. If at any time you would like to discontinue being a participating merchant, please notify the Orange County Clerk's Office at (845) 291-2690.

Please join us in demonstrating our heartfelt appreciation and support for those who fought to preserve our safety and freedom!

Sincerely,

Steven M. Neuhaus
Orange County Executive

Kelly A. Eskew
Orange County Clerk

RETURN THE F.A.V.O.R



**O.C.V.D.P
ORANGE COUNTY'S
VETERANS DISCOUNT PROGRAM**

RETURN THE F.A.V.O.R

**O.C.V.D.P
ORANGE COUNTY'S
VETERANS DISCOUNT PROGRAM**

Merchant Application Form

Please use this form to enroll your business in our O.C.V.D.P, RETURN THE F.A.V.O.R. This form must be signed by the business owner and returned to the Orange County Clerk's Office. Please be aware that merchants reserve the right to withdraw from the program at any time.

Business Name: _____

Address: _____

Mailing Address: _____

Telephone#: _____

Hours: _____ Website: _____

% Discount Specifications: (check one)

5% _____ 10% _____ 15% _____ 20% _____ 25% _____ Other Percentage _____

PLEASE CHECK ONE:

The "RETURN THE FAVOR" Veterans Discount Program has been implemented in other counties. Will you accept cards that have been issued by other counties and presented to you by non-Orange residents?

_____ **YES** _____ **NO**

Owner Signature: _____

Date: _____

Print Name: _____

Email Contact: _____

(Will not be shared with the public)

**Return this form to:
Orange County Clerk's Office
255 Main Street, Goshen, New York 10924
(845) 291-2690 • FAX: (845) 291-2691**

