



# ORANGE COUNTY CLERK'S OFFICE

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

## COUNTY CLERK ANNIE RABBITT

KELLY ESKEW  
DEPUTY COUNTY CLERK

PATRICIA MCMULLEN  
DEPUTY COUNTY CLERK, DMV

[WWW.ORANGECOUNTYGOV.COM/COUNTYCLERK](http://WWW.ORANGECOUNTYGOV.COM/COUNTYCLERK)

## COUNTY CLERK ANNIE RABBITT

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

# County of Orange

## County Clerk's Office

Orange County Government Center

255 Main Street  
Goshen, NY 10924-1697



Tel (845) 291-2690  
Fax (845) 291-2691

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Deputy County Clerk, DMV

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Deputy County Clerk

**ANN G. RABBITT**  
COUNTY CLERK

## 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 either thru an attorney (having him/her take care of it for you) or thru an office supply store; or purchased at the County Clerk's Office at \$3.00 each.*

**BUSINESS CERTIFICATE** (or D/B/A) – individual or sole proprietorship.  
Blumberg Form X-201                      **\$25.00** filing fee

**BUSINESS CERTIFICATE for PARTNERS** – two or more individuals as partners.  
Blumberg Form X-74                      **\$25.00** filing fee

**AMENDED BUSINESS CERTIFICATE** – address change or adding or dropping partner  
Blumberg Form T-224                      **\$25.00** filing fee

**DISCONTINUANCE OF BUSINESS** – to discontinue a business on file (sole or partner)  
Blumberg Form T-341 (sole)                      **NO FEE** to file  
T-176 (partners)

- 2.) ORIGINAL ONLY ACCEPTED FOR FILING!

- 3.) CERTIFIED COPY FEE **\$5.00**

- 4.) WE WILL ACCEPT ONLY **CHECK**, **CASH** OR **MONEY ORDER** FOR PAYMENT OF FEES!

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

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## 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.

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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.

## **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!



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### IRS CALENDARS:

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

[www.IRS.GOV](http://www.IRS.GOV)

Go to – Forms & Instructions

Search for Form # 1518 to view the calendar



STEVEN M. NEUHAUS  
COUNTY EXECUTIVE



## 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 invite 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 will enable 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 will be 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

Annie Rabbitt  
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  
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