

DBA (DOING BUSINESS AS)
CONDUCTING BUSINESS UNDER AN ASSUMED NAME

The County Clerk's office keeps record of business names filed in Antrim County. Although it is not required for running a business in the state and conveys no tax or business license number, filing a DBA form protects the business name from being used by anyone else, but only in the county in which the form is filed. Banks and financial institutions, however, will probably ask for a copy of the DBA form when a business applies for a checking account using the business name. *The DBA is good for 5-years*, at which time a reminder is sent out for renewal **There is a \$10 filing fee.**

FOR FURTHER INFORMATION CONCERNING STARTING A BUSINESS IN THE STATE OF MICHIGAN YOU MAY CONTACT:

Michigan Small Business and Technology Development Center
(A partner program of the U.S. Small Business Administration)

Telephone: 1-877-873-4567
Web Site: www.michigan.org

DBA FORM INSTRUCTIONS

You may pick up a DBA Form at the County Clerk's office
OR
You may print a blank DBA Form from the computer (see "DBA Form")

Fill in the following information –

1. Name of Business
2. Address of Business
Please fill in Mailing Address, if different

Individuals

3. Printed Names of Person or Persons doing business, along with home post office address of each

General

4. For Partnership DBA's
 - (a) Fill in whether or not the business "IS" or "IS NOT" a partnership
 - (b) Fill in length of time General Partnership is to continue
5. Signatures of ALL persons listed on DBA Form.

ALL SIGNATURES MUST BE NOTARIZED. You may bring unsigned DBA Form to the County Clerk's Office – a Notary is available to witness your signature(s). **IF COUNTY CLERK'S OFFICE IS TO NOTARIZE YOUR SIGNATURE, THE DBA FORM MUST BE SIGNED IN PERSON BY ALL PERSONS LISTED.**

COMPLETED DBA FORM MAY BE MAILED OR BROUGHT IN BY PERSON TO:

Antrim County Clerk's Office
County Building
Bellaire, Michigan 49615

Mailing Address - PO Box 520
Bellaire, Michigan 49615

FILING FEE FOR DBA - \$ 10.00 Make all checks out to "Antrim County Clerk"

At the time of filing, you will receive 2-certified copies of your DBA Form for your records.

DBA's ARE GOOD FOR 5-YEARS. A Notice of Expiration will be sent to you from this office at time of expiration.

