



**Jamie Romeo**  
County Clerk

# Office of the County Clerk

MONROE COUNTY, NEW YORK

## HOW TO FILE A DBA CERTIFICATE

A DBA (Doing Business As), also known as an ABN (Assumed or Fictitious Business Name), Certificate allows Corporations, LLCs, Sole Proprietorships, and/or Limited Partnerships to conduct their business in New York State. This certificate complies with Section 130 of New York State General Business Law.

1. DBA Certification forms are available in the County Clerk's Office at 39 West Main Street in the County Office Building or online at [www.MonroeCounty.gov/clerk-index.php](http://www.MonroeCounty.gov/clerk-index.php)
2. Forms can be filed in-person, through the mail, or by drop box
  - a. In-Person: Office hours are 9am-5pm Monday through Friday. A drivers' license or non-drivers ID is required in order to notarize your signature.
  - b. Mail: Completed and notarized forms can be mailed to the Clerk's Office at 39 West Main Street, Rochester, NY 14614. Checks should be made payable to Monroe County Clerk.
  - c. Drop box: Completed and notarized forms can be put in drop boxes that are available outside of Room 101 and 105 of during normal business hours. Checks should be made payable to Monroe County Clerk.
3. The fee of filing a DBA is \$25.00 plus \$5.00 for a certified copy. The fee is an additional \$3.00 for Sole Proprietorship or \$4.00 for a Partnership. Cash, MasterCard, Visa, Money Orders and Checks can be accepted. You will receive a non-certified copy for your records.
4. For information about NYS Sales Tax or Sales Tax Exemptions, contact the New York State Department of Tax & Finance at 518-485-2889. For information regarding withholding taxes from your employees, call 518-485-6654. Their website is [www.Tax.NY.gov](http://www.Tax.NY.gov)
5. For information regarding permits and licenses, contact NYS at 518-453-8130 or visit [www.licensecenter.ny.gov/business-licenses](http://www.licensecenter.ny.gov/business-licenses) or the municipality where your business will be located. \*\*If your business is within the City of Rochester please contact your local Neighborhood Service Center to see if a business permit is required either by phone at 585-428-6526 or at [www.cityofrochester.gov/businesspermit](http://www.cityofrochester.gov/businesspermit)\*\*
6. For information regarding Federal Taxes and Federal Employer Identification Numbers, contact the IRS at 1-800-829-1040 or visit [www.IRS.gov](http://www.IRS.gov)
7. Corporations and LLCs are filed with the NYS Department of State. For more information about those entities, call 518-473-2492 or visit [www.dos.ny.gov/corps/index.html](http://www.dos.ny.gov/corps/index.html)
8. Religious Corporations may be filed with the County Clerk's Office

You may be interested in learning more about the Veterans' Discount Program and other special options made available to our veterans. Local businesses interested in joining the Veterans' Discount Program should contact the Veterans' Outreach Center at 585-546-1081

101 County Office Building • 39 West Main Street • Rochester, New York 14614  
(585) 753-1645 • fax: (585) 753-1650 • [www.monroecounty.gov](http://www.monroecounty.gov) • [mcclerk@monroecounty.gov](mailto:mcclerk@monroecounty.gov)