



**City of Marlborough, Massachusetts
CITY CLERK DEPARTMENT**

**Lisa M. Thomas
City Clerk**

Business Certificate Application Guidelines

- ✓ Once it is determined that the proposed business is suitable for said location, visit www.mass.gov and click on the Business tab at the top of the page. On the left side of page, click business licenses, permits and regulations link to confirm what Licenses and/or Permits are required to operate the business. It is the responsibility of the business owner(s) to determine what Licenses and/or Permits are required.
 - ✓ You **MUST** request FROM the MA Department of Revenue, a Certificate of Good Standing/Tax Compliance. The directions are within this business package on page 8. If you have any questions or problems obtaining the certificate, please contact the Department of Revenue at 617-887-6550. This must be completed, received, and presented to us **BEFORE** any Business Certificate can be processed and issued.
 - ✓ Once you have acquired the Certificate of Good Standing from the DOR, you **MUST** have the City Tax Collector here at City Hall sign off on the City's Good Standing Form. This form is found on page 5 of the application. You will need to provide the Tax Collector with your DOR certificate and the rest of your application to receive a sign off.
 - ✓ The Worker's Compensation Insurance Affidavit **MUST** be completed (whether you have employees or not) and received **BEFORE** any Business Certificate can be processed and issued. If you will be employing full or part-time help, you must purchase Worker's Compensation Insurance and provide us with a copy of the policy cover sheet.
 - ✓ Once the above items and the Business Certificate Application are completed, you may return to the City Clerk's Office with all appropriate forms. You should have the Business Certificate Form, Certificate(s) of Good Standing (from the State and from the Tax Collector) and the Workers' Compensation Ins. Affidavit (with copy of Worker's Compensation Insurance if applicable). We can then process the application and provide you with a certified copy of the Business Certificate upon remittance of the fee.
- You must be specific relevant to the type of business which is listed on the Business Certificate Form.
 - The Business Certificate application must be signed in our presence *or* in the presence of a notary.
 - The filing fee for a Business Certificate is \$20.00 and expires four years from the date of issuance.
 - You must discontinue the business certificate when you no longer have the business. The filing fee for withdrawing is \$10.00.