



TRADE NAME CERTIFICATES

Connecticut State Law requires that anyone conducting business under an assumed name (DBA) must file a Trade Name Certificate in the Town Clerk's Office in the town where business is being conducted. All people who are authorized to sign on behalf of the business must sign their name on the Trade Name Certificate.

The Town Clerk's Office maintains an alphabetical listing of all registered trade names filed in the Town of Easton. The proposed trade name of the business must be researched by the Town Clerk Office to ensure that it has not been previously issued. Once the research is complete, a trade name registration can be issued.

Registration and Filing Fees

A Trade Name Certificate may be obtained from the Town Clerk's Office. To register for a trade name, all registrants must fill out the Trade Name Certificate form, sign it in the presence of a notary public, and file the form with the town clerk. All certificates must be original and notarized before filing with the Town Clerk.

The fee to file a trade name is \$5 and an additional \$3 for a certified copy (for your records). If the trade name is to be notarized in the Town Clerk's Office, a \$5 fee will be charged to non-residents of Easton.

Exceptions

The trade name filing requirement does **not** apply to:

- Partnerships, if the partnership name contains the true last name of at least one of the persons comprising said partnership;
- Limited partnerships which have registered with the Connecticut Secretary of State;
- Limited liability companies that have registered with the Connecticut Secretary of State

Certain words related to banks, trusts, and savings are prohibited from use.

For additional information please refer to Connecticut General Statutes Sec. 35-1.

Dissolution

Once filed, trade names are permanent; they do not need to be renewed. To remove a trade name, a Dissolution of Trade Name must be filed. Dissolution may consist of a notarized letter stating that the individual is no longer doing business in the town. The fee to file dissolution is \$5.

Other Trade Name Registration Guidelines

You must obtain State and Federal Tax Identification Numbers. Contact the Internal Revenue Service for a federal ID number and to obtain necessary forms at (800) 829-1040. For a Connecticut tax ID number, contact the Department of Revenue Services at (800) 382-9463 or the website for forms and information.

If your business is a corporation or a Limited Liability Company (LLC), you must file with the Connecticut Secretary of State prior to filing your trade name in Easton. You can contact the state office at (860) 509-6200 or (800) 540-3764. The Secretary of State's Office offers information on its website helpful to those considering opening a new business.

If you are considering opening a new business, the Secretary of State's website offers information that can be helpful. You may also contact the Connecticut Licensing Info Center at (800) 392-2122.

Special Note to Contractors: You must register with the Connecticut Department of Consumer Protection (DCP). Please contact the DCP at (860) 566-3290 or (800) 842-2649 for an application or for more information.

Public Act 94-68 authorizes the DCP commissioner to impose civil penalties ranging up to \$1500 per violation.

For more information about trade name registration, please contact the Town Clerk's Office at (203) 268-6291.