
FILING A TRADE NAME

IN ORDER TO REGISTER A BUSINESS TRADE NAME YOU MUST DO THE FOLLOWING:

Complete the TRADE NAME CERTIFICATE with the name of the Individual(s), address and name and type of business. The signature of the business owner(s) must be notarized or witnessed by the Town Clerk or one of the Assistant Town Clerks. You may want to check the Tradename files in our record vault to see if the name of your new business is in current use by someone else.

All applicants must visit the Planning and Zoning Office and check to see if the type of business you are engaged in is within ZONING COMPLIANCE. The Planning and Zoning Office is located on the lower level of Town Hall, next to the Tax Collector's Office. The hours of the Planning and Zoning Office are 9:00 am to 5:00 pm Monday through Friday. Trade names cannot be filed without the Planning and Zoning Office approval.

After you have completed the above steps, return the completed form to the TOWN CLERK'S OFFICE. The FEE TO REGISTER THE TRADE NAME CERTIFICATE is **\$0.00** This certificate will remain on file in the TOWN CLERK'S OFFICE. If you would like a CERTIFIED COPY of the trade name certificate in order to open a bank account in the business name, you may obtain one for \$3.00.

After you register your trade name, you must go to the ASSESSOR'S OFFICE and pick up the State of Connecticut personal property tax form to declare personal property used in connection with the business.

To obtain a sales tax number from the STATE OF CONNECTICUT you should contact:

TRADE NAME
DEPARTMENT OF REVENUE SERVICES
SALES TAX DEPT
25 SIGOURNEY STREET
HARTFORD, CT 06106
WEBSITE: www.drs.state.ct.us
OR
LOCAL OFFICE: 10 MIDDLE STREET, BRIDGEPORT, CT
203-336-7890 OR 1-800-382-9463

To obtain a Taxpayer Identification Number (W-9), you should contact the IRS at 1-800-375-5283.

If you decide to no longer use your registered trade name, you should return to the Town Clerk's Office and file a form revoking the trade name. Please note if you make any changes you must revoke your trade name and file a new trade name certificate with the Town Clerk's Office.