

**ASSUMED BUSINESS NAME CERTIFICATE (NCGS §66-71.5)**

*Please print legibly.*

1. The assumed business name is:

\_\_\_\_\_

\_\_\_\_\_

(You may include no more than five (5) assumed business names on this form.)

2. The real name of the person or entity engaging in business under the assumed business name is:

\_\_\_\_\_

\_\_\_\_\_

(Corporations, LLC's, limited partnerships must provide the exact name registered with the NC Secretary of State's office and the SOSID number assigned at the time of formation. Go to [www.sosnc.gov/br/search](http://www.sosnc.gov/br/search) to look up your information.)

3. The nature/type of the business is: \_\_\_\_\_

4. The street address of the principal place of business is: (PO Boxes are not acceptable)

\_\_\_\_\_

5. The mailing address, if different from the street address, is:

\_\_\_\_\_

6. The counties where the assumed business name will be used to engage in business are:

All 100 North Carolina counties

\_\_\_\_\_

\_\_\_\_\_

This certificate is signed by the owner/legal representative of the person or entity named above,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

(See instructions for who must sign for various business entity types.)

## Instructions for Completing an Assumed Business Name Certificate

**Item 1:** Enter the assumed business name(s) you propose to use. You may register up to five (5) assumed business names for use by the same person or entity on this form.

**Item 2:** Enter the name(s) of the person(s) or entity engaging in business under this name.

- For **sole proprietorships**, provide the real name of the individual.
- For **general partnerships**, if you have fewer than five (5) general partners, list all general partners. If there are five (5) or more general partners, then list only five (5) general partners.
- For **limited partnerships, limited liability limited partnerships, corporations, limited liability companies (LLCs)**, provide the:
  - Exact name as registered with the NC Secretary of State, and
  - SOSID number assigned by the NC Secretary of State.Go to [www.sosnc.gov/br/search](http://www.sosnc.gov/br/search) to look up this information.
- For **trusts**, the name specified in the trust instrument.
- For any other legal entity, list the legal name of the entity.

**Item 3:** Describe the nature of the business. What types of goods or services are being provided? (Examples: Lawn Maintenance, Personal Fitness Training, Retail Sales, House Repair)

**Item 4:** Enter the street address of the principal place of business, i.e., the physical location of where your business is primarily located. Post office boxes are not acceptable.

**Item 5:** Enter the mailing address, if it is different from the street address of the principal place of business.

**Item 6:** Enter the county or counties where you intend to do business. You may enter the names of as many counties as you would like, or you may check the box indicating "All 100 Counties" rather than listing counties separately.

*Remember: you must file a certificate of amendment if you decide to engage in business in counties other than those your designate on your initial assumed business name certificate.*

**Execution of Certificate:** Enter the date that you signed the certificate. Certificates must be signed by a person with the capacity listed below on behalf of the person(s) named in Item 2:

- **Sole proprietorship:** must be signed by the individual; title as "sole proprietor" or "owner".
- **General Partnership:** must be signed by a general partner.
- **Limited partnership:** must be signed by a general partner.
- **Corporation:** must be signed by an officer of the corporation.
- **Limited Liability Company:** must be signed by a manager, member, director or officer of the LLC.
- **Trust:** must be signed by a trustee or other person authorized to act on behalf of the trust.
- In the case of any other legal entity, the certificate must be signed in the name of the entity by an individual authorized to act for the entity.

*Please note:*

1. *These certificates do not expire or require renewal. **HOWEVER**, you must file an **Amendment of Assumed Business Name Certificate** within sixty (60) days of change of any information provided on this form. (See NCGS § 66-71.7)*
2. *Knowingly signing a certificate that is false in any material respect is a Class 1 misdemeanor. (See NCGS § 66-71.14)*

## **Starting a Business in Rowan County**

### **County Assessor – Business Personal Property – Room 201 – 402 N. Main St., Salisbury**

Before a business can be opened in Rowan County, a business account must be established by the Business Personal Property department. All persons or businesses that generate income, must report the equipment for property tax purposes. A Business Personal Property Listing form will be mailed each year at the end of December and all equipment on hand as of January 1st must be listed. Instruction sheets are included with the form and the Business Personal Property department is available to answer questions. These forms must be returned by January 31<sup>st</sup> unless an extension is requested by January 31<sup>st</sup>.

### **Planning & Development – Zoning – Room 204 – 402 N. Main St., Salisbury**

After a business account has been setup, the Planning & Development department must review the location to ensure that zoning rules allow a business to be operated at that particular location. Any business that will be operating within any of the municipalities (Salisbury, Spencer, Rockwell, etc.) within Rowan County should check with the municipality for zoning restrictions.

### **Business Licenses**

Rowan County no longer requires a business license for any business in the county as of July 1, 2015. In addition, a business that will be operating in any of the municipalities within Rowan County (Salisbury, Spencer, Rockwell, etc.) should check with the municipality to see if a business license is required.

### **Register of Deeds – Room 102 – 402 N. Main St., Salisbury**

If a business wishes to register their name, this can be done by the Register of Deeds.

### **Sales and Use Tax Information**

Information on sales and use tax information can be obtained by calling the North Carolina Department of Revenue at 877-252-3052 or by visiting the NCDOR website at [www.ncdornc.com](http://www.ncdornc.com).

### **Federal Employer Identification Number**

Information on obtaining a Federal Employer Identification Number can be obtained by calling the IRS at 800-829-4933 or by visiting the IRS website at [www.irs.gov](http://www.irs.gov).

### **Need Help in Starting a Business in Rowan County?**

The Rowan-Cabarrus Community College Small Business Center can provided assistance and answer questions. They can be reached by calling 704-216-3534 or by visiting their website at [www.rowancabarrus.edu/sbc](http://www.rowancabarrus.edu/sbc).