



BKPGNO: \_\_\_\_\_  
FILED ON: \_\_\_\_\_

**THE CITY OF REVERE MASSACHUSETTS**  
**BUSINESS CERTIFICATE DISCONTINUANCE, CHANGE OF LOCATION OF BUSINESS, WITHDRAWAL, OR**  
**DECEASED FROM BUSINESS PARTNERSHIP**  
**(MASSACHUSETTS GENERAL LAWS, CHAPTER 110, SECTION 5)**

In conformity with the provisions of Chapter 110, Section 5 of the M.G.L., the undersigned hereby declare(s) that I (we) on this day have made the following changes to the Business know as:

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

☐ **DISCONTINUED**

**FULL NAME:**

**RESIDENCE:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ **CHANGE OF BUSINESS ADDRESS**

New Business Address: \_\_\_\_\_

☐ **CHANGE OF HOME ADDRESS** of Business Owner

New Home Address: \_\_\_\_\_

☐ **CHANGE OF BUSINESS TELEPHONE NUMBER**

New Telephone Number: \_\_\_\_\_

☐ **PARTNERSHIP WITHDRAWAL**

Withdrawal of Partner's name(s)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

☐ **DECEASED FROM BUSINESS OR PARTNERSHIP**

As Executor or Administrator for the Estate of \_\_\_\_\_ who died on \_\_\_\_\_, I hereby request a withdrawal of his/her name from the above named business.

***SIGNATURES***

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ the above named person(s) personally appeared before me and through satisfactory evidence of identification, which was a:

☐ License or ☐ Other ID

the person(s) whose name(s) is/are signed above on this document, swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

\_\_\_\_\_  
Official signature and Seal of  
City of Revere, City Clerk's Office

\_\_\_\_\_  
Notary Public and Seal  
Commission Expiration Date: \_\_\_\_\_

**FILING INSTRUCTIONS FOR A BUSINESS CERTIFICATE  
(MASSACHUSETTS GENERAL LAWS, CHAPTER 110, SECTION 5)  
THE CITY OF REVERE MASSACHUSETTS**

**WHAT IS A BUSINESS CERTIFICATE?**

- It is simply a statement that one or more persons (or a corporation) is conducting a business under a name other than their own. It does not grant any type of license to operate the business, nor does it permit the legal use of the address provided.

**WHO MUST FILE?**

- Any individual conducting business under any title other than the complete real name of the owner, whether individually or as a partnership.
- Inc., Corp., Ltd., LLC may only be used by a Corporation.
- Any Corporation doing business in a name other than a Corporate Officer must file the corporate name.

**WHERE DO YOU FILE?**

- File with the City Clerk's Office, City of Revere, either in person or by mail.
- If in person: All individuals must be present to complete the Business Certificate Form. Valid government issued identification must be provided for each individual listed on the Business Certificate.
- If by mail: Obtain the Business Certificate from the Revere City Clerk's Office. Complete the form, leaving the expiration date blank. Sign the form before a Notary Public. Mail the completed form, a self-addressed stamped, business-size envelope, and the payment (check or money-order) made payable to the **City of Revere** to:

Revere City Hall  
281 Broadway  
Revere, MA 02151  
ATTN: City Clerk's Office

**FEES (Includes one (1) certified copy)**

- |   |         |
|---|---------|
| • Business Certificate Filing                 | \$40.00 |
| • Withdrawals, Discontinuances, Changes, etc. | \$15.00 |

**WHAT ABOUT A CHANGE?**

- Upon discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such person or of the location where the business is conducted such a change must be filed with the City Clerk.

**DOES A BUSINESS CERTIFICATE EXPIRE?**

- Yes. A Business Certificate is in force and in effect for four (4) years from the date of issue. A new filing must be made every four years as long as the business is conducted.

**DOES THE BUSINESS CERTIFICATE HAVE TO BE DISPLAYED?**

- No. However, you must provide a copy of the form on request, during regular business hours, to any person who has purchased goods or services from your business.

**ARE THERE PENALTIES?**

- Violations of these provisions shall be subject to a fine of not more than three hundred dollars (\$300.) for each month during which such violation continues.