

Assumed Names

DBA (Doing Business under an Assumed Name)

The Ogemaw County Clerk's office issues *Assumed Name Certificates* or what is more commonly called DBA's (Doing Business under an Assumed Name). It is a legal document and is based on state law (MCL 445.1). A sole proprietor or general partnership conducting business within Ogemaw County is required by law to file its business name with the County Clerk's office. The *Assumed Name Certificate* protects the name of the business. Generally speaking, a DBA should be filed in every county where a business is transacting business.

The *Assumed Name* certificate is valid for 5 years and the fee to file, renew, or amend the certificate is \$10.00. Once the certificate expires, the name that was registered by an individual is no longer "protected" and may be registered by someone else. The County Clerk's office sends out a notice approximately two weeks before expiration of the certificate.

Upon application for a *DBA*, the proposed name will be checked to ensure it has not already been registered. You will receive two certified copies of the certificate. You must be 18 years of age to file a *DBA*. The County Clerk's office reserves the right to refuse the registration of a proposed business name that is similar to an existing *DBA* that may cause confusion or deception.

If your business is incorporated you file at the state level. The following entities do NOT file at the county level:

- Corporations
- Limited Partnerships
- Limited Liability companies
- Assumed names owned by corporations
- Non-profit corporations

If you fall within the list of corporate entities listed above, you may contact Licensing and Regulatory Affairs, Corporation Division at 517.241.6470.

You may obtain a state tax ID number by contacting the Michigan Department of Treasury at 517.373.3200.

You may obtain a federal tax ID number by contacting the Internal Revenue Service at 800.829.1040.

The Ogemaw County Clerk's office is located at the Ogemaw County Building, 806 West Houghton Ave., Room 101, West Branch, Michigan, 48661. Office hours are 9:00 a.m. to 4:00 p.m., Monday through Friday excluding state and federal holidays. More information may be obtained by calling the Ogemaw County Clerk's office at 989.345.0215.

Credit/Debit Cards

The Ogemaw County Clerk's office now accepts payment by credit/debit card. To pay by credit/debit card:

- You must first contact the County Clerk's office at 989.345.0215.
- Request a pay location code.
- Then you will be directed to call 888.604.7888 or log onto <https://govpaynet.com>