

NANCY E. RISTER
County Clerk, Williamson County
P.O. Box 5089, Georgetown, TX 78627-5089
512-943-1515

FILING AN ASSUMED NAME CERTIFICATE

A company doing business in Texas must file an assumed name certificate (D.B.A. or 'doing business as') with the County Clerk of each county in which the business will be conducted. Assumed name certificates are good for 10 years from the date of filing.

NOTE: *Filing an assumed name certificate does not prevent another party from using the same name. In the event of duplicate filings all legal questions arising from conflicts between companies will have to be settled through the judicial system.*

The withdrawal of a partner or abandonment of an assumed name is recorded in the same office.

Recording Fees:

Assumed Name:	\$16.00 +\$0.50 per ea. addl. owner name
Abandonment or Withdrawal:	\$16.00 + \$5.00 acknowledgement fee
(\$4 for each additional page attached)	

THINKING ABOUT OPENING A NEW BUSINESS?

Basic steps to starting a business:

1. File an assumed name (D.B.A.) certificate with the County Clerk in the county/counties where the business is located and/or will conduct business.
2. Corporations and incorporation documents are filed with the **Secretary of State in Austin 512-463-5555**. Upon filing in Austin, the D.B.A. is then filed in the county/counties where the business is located and/or will conduct business. Forms and information are available on the Secretary of State's web site: www.sos.state.tx.us/corp/index.shtml.
3. To obtain a state sales tax ID #, contact the **State Comptroller** at the LBJ State Office Building, 111 East 17th Street, Austin, Texas 78774, **512-463-4600** or **800-252-5555**. Forms are available on the State Comptroller's web site: www.cpa.state.tx.us/taxinfo.sales/new_business.htm.
4. Business resource information is available from the **Texas Economic Development Office of Small Business Assistance** at **512-936-0101** or **1-800-888-0511**, or their web site: www.tded.state.tx.us.
5. To order a **business tax kit** and other publications from the IRS, call **800-829-3676**.
6. A federal tax ID # is available through the **IRS** at **1-800-829-4933**. Online application and forms are available on their web site: www.irs.ustreas.gov/businesses/small/index.htm.
7. Employer's ID# – contact the **Texas Workforce Commission** at **512-463-2731** or **800-832-9394**. Information is also available on their web site: www.twc.state.tx.us.
8. Worker's compensation information – contact **Texas Workers' Compensation** at **512-804-4100** or **1-800-229-1491**. Information is also available online at www.twcc.state.tx.us or from **Texas Department of Insurance** at **512-463-6515** or **1-800-252-3439**. Several publications are available on their web site at www.tdi.state.tx.us/consumer/wc.html.
9. For safety regulations, contact **OSHA** at **1-800-321-OSHA**. Information is also available at www.osha.gov.
10. For patent or copyright information, contact:

US Patent and Trademark Office

Arlington, VA 22313
1-800-786-9199
www.uspto.gov

Library of Congress Copyright Office

Washington, DC 20559
202-707-3000
www.copyright.gov

11. If the business is operated in a home, review the deed restrictions and contact the homeowners' association.
12. If the business is located in a city or its jurisdiction, contact that city for possible permit requirements.
13. Contact the **Williamson County and Cities Health District** for a business involved in food preparation at **512-930-4390**.