

BASIC REQUIREMENTS FOR BUSINESS START-UP  
ONONDAGA COUNTY CLERK  
401 MONTGOMERY ST  
SYRACUSE NY 13202

FOR FREE AND CONFIDENTIAL BUSINESS START-UP ASSISTANCE, CONTACT THE SMALL BUSINESS DEVELOPMENT CENTER AT ONONDAGA COMMUNITY COLLEGE AT 498-6070 OR [hanouilt@sunyocc.edu](mailto:hanouilt@sunyocc.edu). THE SBDC OFFERS "BUSINESS START UP SEMINARS" WHERE WE DISCUSS THE BASICS OF GOING INTO BUSINESS, INCLUDING BUSINESS PLANS, FINANCING, TAXES AND ETC. WE ARE ONE OF 23 OFFICES STATEWIDE. GO TO OUR WEBSITE AT [www.onondagasbdc.org](http://www.onondagasbdc.org) FOR MORE INFORMATION.

**BUSINESS TITLES**

**CONTACT:**

BUSINESS CERTIFICATE/DBA  
INDIVIDUAL  
PARTNERSHIP

ONONDAGA COUNTY CLERK'S  
RM 200 COURTHOUSE  
SYRACUSE NY 13202  
PHONE: (315) 435-2235  
FILING FEE: \$31.00 CASH ONLY

**CERTIFICATE OF CORPORATIONS**

NYS DEPARTMENT OF STATE  
MISCELLANEOUS RECORDS  
ONE COMMERCE PLAZA  
99 WASHINGTON AVE SUITE 600  
ALBANY, NY 12231  
INFO PHONE: (518) 473-2492  
FAX: (518) 474-1418  
E-MAIL: [CORPORATIONS@DOS.STATE.NY.US](mailto:CORPORATIONS@DOS.STATE.NY.US)

**TAXES:**

IRS  
FEDERAL TAX ID NO  
EST. TAXES FORM ES 1040

IRS TAXPAYERS SVC.  
ONE PARK PLACE  
300 SOUTH STATE ST  
SYRACUSE NY 13202  
PHONE: (315) 448-0807  
[WWW.IRS.GOV](http://WWW.IRS.GOV)

NYS PUBLICATION 750  
RESALE CERTIFICATE ST-120  
EST. TAX FORM IT 2105

NYS DEPT OF TAXATION & FINANCE  
TO APPLY FOR CERTIFICATE OF AUTHORITY  
TO COLLECT SALES TAX  
[WWW.TAX.NY.GOV](http://WWW.TAX.NY.GOV)  
(518)485-2889

**LICENSING:**

SPECIAL LICENSING OR PERMITS  
ASK FOR A PERMIT ASSISTANCE KIT

OFFICE OF REGULATORY REFORM  
P O BOX 7027-17<sup>TH</sup> FL  
GOVERNOR ALFRED E. SMITH BLDG  
ALBANY NY 12225  
INFO PHONE: (518) 485-2889  
[WWW.TAX.NY.GOV](http://WWW.TAX.NY.GOV)

**CITY LICENSES:**

LICENSE COMMISSION-SYRACUSE  
233 E WASHINGTON ST RM. 122  
SYRACUSE NY 13202 448-8474

**COUNTY LICENSES**

INSURANCE: (OPTIONAL)  
FIRE, LIABILITY, DISABILITY, HEALTH INSURANCE  
SUPPORT SERVICE ALLIANCE: (800) 836-4772

COUNTY HEALTH DEPT.  
FOOD PROTECTION: 435-6607  
BETTER BUSINESS BUREAU: (800) 828-5000  
NYS HEALTH INSURANCE: (800) 413-6410  
HEALTHY NY: [WWW.HEALTH.NY.GOV](http://WWW.HEALTH.NY.GOV)