

NANCY E. RISTER  
County Clerk, Williamson County  
P.O. Box 647, Jarrell, TX 76537-0647  
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:**

<b>Assumed Name, Abandonment or Withdrawal:</b>	<b>\$18.00 +\$0.50 per ea. addl. owner name + \$5.00 acknowledgement fee + \$4 for each additional attached page</b>
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## 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 512-4635555**. 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](http://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 17<sup>th</sup> 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](http://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](http://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](http://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](http://www.twc.state.tx.us).
8. Worker's compensation information – contact **Texas Workers' Compensation** at **512-804-4100** or **1800-229-1491**. Information is also available online at [www.twcc.state.tx.us](http://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](http://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](http://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](http://www.uspto.gov)**

**Library of Congress Copyright Office**  
Washington, DC 20559  
**202-707-3000, [www.copyright.gov](http://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**.