

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

CHANGE OF D/B/A

- Monetary Transmittal Form -<http://www.mass.gov/abcc>
- A Certificate of Good Standing - issued through the Department of Revenue (https://mtc.dor.state.ma.us/mtc/_/#1)
- A Certificate of Compliance – issued through the Department of Unemployment <https://www.mass.gov/service-details/certificate-of-compliance-good-standing-from-department-of-unemployment-assistance>
- Change of D/B/A Application-<http://www.mass.gov/abcc>
- Certified copy of Business Certificate obtained from the City Clerk's Office.
- Vote of Corporate Board (Include a vote to apply for a change of D/B/A, signed by an authorized signatory for the entity)
- Tax Affidavit (ALL State and Local Taxes Must be paid).
- Application MUST be filed in Duplicate.
- A \$ 200.00 Filing Fee in a Check or Money Order Made Payable to the City of Chicopee.

PLEASE NOTE: HANDWRITTEN APPLICATIONS ARE NO LONGER ACCEPTED