



Deborah A. Clayman  
City Clerk

City of Chelsea  
OFFICE OF THE CITY CLERK  
City Hall, 500 Broadway  
Chelsea, MA 02150

Telephone: 617-466-4050  
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[dclayman@chelseama.gov](mailto:dclayman@chelseama.gov)

**INSTRUCTIONS FOR FILING STATEMENT OF  
BUSINESS WITHDRAWAL, DISCONTINUANCE, AND/OR  
CHANGE OF RESIDENCE/BUSINESS LOCATION**

If you want to file a Business Withdrawal, Discontinuance, and/or Change of Residence/Business Location, please note the following:

- A change in the business name requires the filing of a new Business Certificate, signed by all new owners, and the termination of the old Business Certificate, signed by all previous owners.
- A change in the business location is a change that requires the signature of all owners.
- A change in an owner's residence is a change that requires the signature of that owner only.
- The withdrawal of an owner is a partial withdrawal that requires the signature of that owner only.
- The addition of an owner requires the filing of a new Business Certificate, signed by all new owners, and the termination of the old Business Certificate, signed by all owners.

For business withdrawal or discontinuance, complete the top portion of the attached form including business name, business address, date of original Business Certificate filing, full name, residence, telephone number and signature.

For Change of Business Location and/or Residence, complete the second portion of the attached form, noting the business name, date of Business Certificate filing, and new business/residential address.

**Please note that your Business Withdrawal/Discontinuance and/or Change of Resident/Business Location must be notarized.**

Return attached form with your filing fee in the amount of \$10, payable to City of Chelsea by check or money order, to Deborah A. Clayman, Director, Licensing Department, City Hall, 500 Broadway, Chelsea, MA 02150, with the following:

If you have any questions, please contact Deborah A. Clayman, City Clerk, at 617-466-4050.

**CITY OF CHELSEA  
MASSACHUSETTS**

**STATEMENT OF WITHDRAWAL, DISCONTINUANCE,  
CHANGE OF RESIDENCE AND/OR BUSINESS LOCATION**

\_\_\_\_\_, 20\_\_

In conformity with the provisions of chapter one hundred and ten, section five, of the General Laws, as amended, the undersigned hereby declare(s) that \_\_\_\_\_ has (have) this day discontinued (retired from) (withdrawn from) the business of

conducted at \_\_\_\_\_ Street in the City of Chelsea, as set forth in the Business Certificate filed in the Office of the Clerk of said City of Chelsea on \_\_\_\_\_ (Business Certificate filing date)

Name

Address

_____	_____
_____	_____
_____	_____

Signature(s):

_____	_____
_____	_____

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I hereby state that the location of (the business) (my residence) as it appears on the Business Certificate of \_\_\_\_\_ filed on \_\_\_\_\_ has been changed to \_\_\_\_\_.

Signature

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**COMMONWEALTH OF MASSACHUSETTS**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, proved to me, through satisfactory evidence of identification, which was/were \_\_\_\_\_, to be the person(s) whose name is signed above, and swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

\_\_\_\_\_  
NOTARY PUBLIC