

Businesses in Ashburnham Special Notice

Are you a Business who has recently closed? Have you obtained your Business Certificate from the Town Clerk of Ashburnham?

If you have answered **yes** to these two questions, the following information is from the Town Clerk and Assessors Office:

Your business certificate is good for 4 years, however if your business closes prior to your renewal we would like to know.

Why should we notify the Town Clerk or Assessors Office?

Simple, the Town Clerk is responsible for issuing your business certificate every four years, if you close your business in 4 months, she will not be aware of your closing until it is time to renew your certificate.

The Assessors Office sends out a Form of List, which is required by the Department of Revenue for small businesses to complete and return by March 1st of each year. If you do not complete a Form of List or if it gets returned to us, we just assume you closed your business and/or moved to another location however we may not tax your Business off the Tax Bills (if applicable) until a written notice has been received.

In order for us not to assume your business has closed or moved, we ask that you notify us in writing. This can be done by e-mail, fax or a letter.

Thank you for you cooperation,

Linda Ramsdell, Town Clerk

Donna Burton, Administrative Assessor