



Secretary of State
Oregon Audits Division

MUNICIPAL AUDIT PROGRAM

BACKGROUND

Some banks or vendors, such as cell phone carriers, will require a state business registry number. By registering an assumed business name it will allow the bank or vendor to locate your municipality in the statewide business registry, confirm the address as well as the name and address of the registered agent. Registering an assumed business name does not register the entity as a legal business or non-profit corporation and does not establish authority to conduct business in the state or federally. Please consult an attorney with any questions.

OBTAINING A STATE BUSINESS REGISTRATION NUMBER

If you determine a registry number is needed, follow the link <https://secure.sos.state.or.us/cbrmanager/index#stay> to direct you to the Oregon Secretary of State, Corporations Division. Once there, you can follow the steps to register an ***assumed business name*** in the name of your municipality. Start by creating an account.

Registered agent for purposes of business registration is an individual authorized to conduct business and receive communication on behalf of the organization. An elected official or board member name and title may be listed as ‘owner’ on the registration.

STAY CONNECTED

We receive many requests for information and improved communication targeted to municipal officers and staff. In response, we created an email listing to inform subscribers periodically about changes in Municipal Audit Law, financial reporting requirements, audit standards, and changes to program forms or processes. Sign up for updates at sos.oregon.gov/audits and include “Municipal Audit Program” in your selection.

Questions?

Call our office at (503) 986-2255 or email municipalfilings.sos@oregon.gov