

Assumed Name

When is it required?

-Whenever someone is doing business using a name other than their own they must file an 'Assumed Name' with the County Clerk.

Filing:

1. Complete the online application and come into the office. Pay \$39.00 to the County Clerk's Office (Cash or Local Check ONLY)
2. The County Clerk's Office will issue a certificate # and a statement for publication that must be taken to the local newspaper and published within 15 days of being issued for 3 consecutive weeks in the paper.
3. Proof of publication from the newspaper must be brought into the County Clerk's office within 50 days from filing the certificate.
4. Upon receiving the proof, the County Clerk will issue a receipt for publication.
5. County Clerk's Office will issue a Certificate of ownership of the business.

Owner wants to add another owner or change their name or address:

-They must file an additional certificate with the changes/ correct names and post office address in the office of the County Clerk. Pay \$39.00

The business moves out of/ into the county:

-The owner must file with the new County Clerk and publish as a new business.

Withdrawal of Owner:

1. The owner must file a certificate under oath that such person has ceased doing business under the assumed name or that they have no further financial interest or connection to the business and pay \$1.50 to the County Clerk.
2. The Clerk will note the word 'cancelled' and the date of cancellation in the Assumed Name records, or 'withdrawn' after the names of the owners withdrawing with the date of the withdrawal.
3. If the change is for more than 25% ownership of the business then a notice of the filing must be published.

Assumed Name statutes do not apply to Corp, LLC, Limited Partnerships, or LLP organized under the State