

## ASSUMED NAME for SHELBY COUNTY

805 ILCS 405/1

If a person or persons conducts or transacts business under any other name than the real name or names of the individual or individuals, said person or persons must file in the Office of the County Clerk of the County in which such business is conducted, a certificate setting forth for the name under which the business is, or is to be, conducted or transacted, and the true or real full name or names of the person(s) owning, conducting or transacting same, with the post office address or addresses of such person or persons and every address where such business is, or is to be conducted or transacted in the county. The certificate is to be executed and acknowledged by all parties involved in conducting or intending to conduct the business. Form: Assumed Name Certificate of Ownership of Business. A filing fee of \$50.00 shall be paid to the County Clerk.

Notice of the filing of said certificate shall be published in a newspaper in general circulation (for one year past) within the county in which the certificate is filed. Notice shall be published one week for three (3) consecutive weeks. The first publication must be within 15 days after the certificate is filed with the County Clerk. The three publications must be completed with 50 days from the date of filing certification. Form: Assumed Name Publication Form.

The applicant must return to the County Clerk's office a "Publisher's Certificate". Upon the County Clerk receiving the proof of publication, the Clerk will issue a receipt to the person(s) filing such certification. Also, the Clerk will issue Certificate of Ownership of Business. **If the Clerk does not receive the "Publisher's Certificate" within the 50 day time period, said Certificate shall be deemed void.** Form: Receipt for Proof of Publication of Notice of Ownership of Business and Certificate of Business.

**Change of name or addition of name:** If a person changed their name or if the business adds another name to the operation of the business, it is the responsibility of the business owner(s)/operators to file a Supplemental Certificate for name change within 30 days of the change. If the addition of name constitutes 25% or more total ownership in the business, then notice of the filing of such certificate shall be published in the newspaper. In the County Clerk's Assumed Names binder index, the Clerk shall note the name "changed" or "addition" as the case may be. Form: Supplemental Certificate of Ownership of Business (Addition of Name). A filing fee of \$5.00 shall be paid to the County Clerk.

**Cancellation or withdrawal of one or more names:** The County Clerk's office needs to be notified and a Supplemental Certificate of Ownership of Business form needs to be filed. If the change in ownership constitutes 25% or more total ownership in the business, then notice of the filing of such certificate shall be published in the newspaper. This would only need to be published one time. Form: Supplemental Certificate of Ownership of Business Publication Notice. A filing fee of \$1.50 shall be paid to the County Clerk.

**Change of address:** If any person changes his/her residence address or if the address of the business changes, it is the responsibility of the owner(s) to file a Supplemental Certificate in the County Clerk's Office. Form: Supplemental Certificate of Ownership of Business (Change of Address).

**Cancellation of Business:** If the business is being dissolved, the County Clerk's Office is to be notified. In the County Clerk's Assumed Names binder index, the Clerk shall note that the business was cancelled and a copy of the cancellation form shall be stapled to the original certificate. Form: Business Registration Cancellation.