

ASSUMED BUSINESS NAME APPLICATION FILING INSTRUCTIONS

The Assumed Business Name Act 805 ILCS 405/1 requires individuals conducting or transacting a business under any name other than the real names of the owner to file an Assumed Name Certificate with the County Clerk in the county in which the business is located.

Please note: If the business is a corporation, incorporated or LLC, you will not file with the County Clerk. Corporations and Limited Partnerships will file with the Illinois Secretary of State 217-782-6961.

1. Complete the Assumed Business Name Application. (Please type or print).
2. All persons owning, conducting, or transacting this business must sign the form in the presence of a Notary Public.
3. Bring the original application and a \$5 filing fee to the County Clerk's Office.
4. Bring a copy of the completed application to a Clinton County newspaper of your choice for publication. It will be published for three consecutive weeks, and the cost of the publication is yours to assume.
5. After we receive the Certificate of Publication from the newspaper, we will send you an Assumed Name Certificate.