



Joe Aiello

SANGAMON COUNTY CLERK

Sangamon County Complex

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ASSUMED NAMES ACT

No person shall conduct a business in this State under an assumed name unless they file, in the Office of the County Clerk of the county in which they conduct or transact business, a certificate giving the name and address of the business, and the true or real full names and addresses of persons owning, conducting, and/or transacting the business.

Notice of the filing of the certificate shall be published in a newspaper, of GENERAL CIRCULATION IN THIS COUNTY, once a week, for three (3) consecutive weeks. The first publication must be within fifteen (15) days after the certificate is filed with the County Clerk's Office.

THE REQUIRED FEE TO FILE IN THE COUNTY CLERK'S OFFICE IS \$11.00.

The applicant will be required to pay the newspaper publication fee in the County Clerk's Office. The County Clerk's Office will send this payment to the newspaper. The newspaper will send the original certificate of publication to the County Clerk when payment is made. The County Clerk will then send the business owner a copy of the Certificate of Publication along with a Certificate of Ownership showing that the assumed name filing process has been completed.

CERTIFICATION OF REGISTRATION WILL BE CONSIDERED VOID IF THE PUBLICATION IS NOT PAID FOR AND THE CERTIFICATE IS NOT RETURNED TO THE COUNTY CLERK'S OFFICE WITHIN FIFTY DAYS.

CHANGE OF ADDRESS

If there is a change of address of the business, or if a name is added, an additional duly acknowledged certificate must be filed with the County Clerk. Such a certificate shall give the change. When a name is added, the County Clerk's Office shall mark this addition on the index. Re-publication is **not** necessary in this case.

WITHDRAWAL OR CANCELLATION

Anyone wishing to withdraw their name from the business shall have this certificate canceled in whole or in part, by filing with the County Clerk's Office a supplementary certificate, showing that they have stopped doing business, or that they have no further connection of financial interest in the business.

The County Clerk's Office will mark "Canceled" with the date, or "Withdrawn" with the name of the party withdrawing. If withdrawal changes ownership 25% or more, re-publication of a certificate **is** necessary. The fee to cancel an assumed name certificate or to withdraw a name is \$1.50.