

ASSUMED BUSINESS NAME

Supplementary Filing Instructions

(Publishers list on second page)

Necessity of Certificate

The appropriate Supplementary Assumed Business Name application must be filed under the following circumstances:

1. An owner changes their name or their residential address.
2. The legal street address of any place of business is changed (business address cannot be a P.O. Box.).
3. A new owner is added to the business (If business ownership is being transferred, the new owner(s) may need to complete the *Assumed Business Name* application. Contact the Lake County Clerk's office for details).
4. An additional business address is established.
5. An owner withdraws their name from the business organization.

Filing Procedures for Supplementary Filings

1. Complete in duplicate the Supplementary Assumed Business Name application. Please type or print in black ink.
2. All owners must sign both copies of the application in the presence of a Notary Public.
3. Submit the original Supplementary Assumed Business Name application along with its copy and the \$5.00 filing fee (\$1.50 if the filing is for a *Withdrawal of Owner(s)* or *Cancellation*). If paying with a credit or debit card, an additional \$2.50 service fee will be incurred. A date-stamped copy of the application will be issued as the owner's filing receipt.
4. If the filing is for a Supplementary Assumed Business Name application for *Addition of Owner(s)* or *Withdrawal of Owner(s)* or *Cancellation*, take the filing receipt to a Lake County newspaper (refer to the 2nd page for a list of publishers) to publish as a legal notice once a week for three consecutive weeks. The first publication must appear in the newspaper within fifteen (**15**) days after the date the owner(s) filed the application in the Lake County Clerk's office. The newspaper will typeset the legal notice from the date-stamped copy of the application (Illinois state law does not require publication for a supplementary application for withdrawal if less than 25% of the ownership is withdrawing.)
5. To complete the filing process, within fifty (**50**) days of the date the owner(s) filed the Supplementary Assumed Business Name application for *Addition of Owner(s)*, *Withdrawal of Owner(s)*, or *Cancellation* (steps 1-4 above), the Lake County Clerk's office must receive an original certificate of publication from the chosen Lake County newspaper. The certificate of publication must accurately reflect the information that appears on the original Supplementary Assumed Business Name application. As a courtesy, after the third week of publication, the newspaper will mail to our office the original certificate of publication. If approved, an updated Assumed Business Name Certificate (or a final Assumed Business Name report with the chosen cancellation date) will be mailed to the mailing address on record.

Please note that it is the responsibility of the business owner(s) to make sure the Lake County Clerk's office has received the original certificate of publication. Through official correspondence issued via the U.S. mail, our office will notify the business owner(s) if the original certificate of publication has not been received after fifty (**50**) days from the date the owner(s) filed the Supplementary Assumed Business Name application.

NOTE: If the original certificate of publication is not received by the Lake County Clerk's office, the Supplementary Assumed Business Name application is considered void.

Publishers List for Legal Notices

LAKE COUNTY JOURNAL

Debbie Kukielski
7717 S. Route 31
Crystal Lake, IL 60014
(630) 427-6276
*E-Mail: lakelegals@shawlocal.com

DAILY HERALD

Paula Raetzman
P. O. Box 280
Arlington Heights, IL 60006
(847) 427-4671
*E-Mail: legals@dailyherald.com

PIONEER PRESS / LAKE COUNTY NEWS SUN

Louis Welebob
(866) 399-0537
*E-Mail: suburban.legal@tribpub.com

For accuracy, before the publication is printed in the newspaper, instruct the newspaper to provide a proof of the publication, then compare the date-stamped copy of the application to the proof. **NOTE: If the final certificate of publication does not accurately reflect the information that appears on the original Supplementary Assumed Business Name application, the owner(s) will be asked to submit a new application and publish again until accuracy has been achieved.**

The first publication must appear in the newspaper within fifteen (15) days after the date the owner(s) filed the supplementary application in the Lake County Clerk's office. If the fifteen (15) day window is missed, the owner(s) must file a new Supplementary Assumed Business Name application to renew the fifteen (15) day window.

NOTE: Duplicate Assumed Business Name Certificates require a fee of \$1.50 each. Assumed Business Name reports require a fee of \$.50 per page. If paying with a credit or debit card, an additional \$2.50 service fee will be incurred.