



SUPPLEMENTARY ASSUMED BUSINESS NAME FILING INSTRUCTIONS

**Willard Rooks Helander
Lake County Clerk**

18 N. County Street, Rm. 101
Waukegan, IL 60085
(847) 377-2400

NECESSITY OF CERTIFICATE

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

1. An owner changes their name or their residential address.
2. The address of any place of business is changed.
3. A person's name is added to the business organization.
4. An additional business address is established.
5. A person withdraws their name from the business organization.

FILING PROCEDURES FOR SUPPLEMENTARY FILINGS

1. Complete in duplicate the applicable Supplementary Assumed Business Name form. Please type or print in black ink.
2. All owners must sign the form in the presence of a Notary Public and have both copies notarized.
3. Return the forms to our office with the \$5.00 filing fee except when filing a withdrawal certificate in which case the fee is \$1.50. A date-stamped copy of your filing is issued as your receipt.
4. Take receipt to a Lake County newspaper for publication 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 you filed the form in our office. The newspaper will type set the legal notice from your date-stamped copy. (Publication is not necessary for a Supplementary Certificate for Withdrawal if less than 25% of the ownership is withdrawing.)
5. File the original "certificate of publication" (issued by the newspaper after the third week) with our office within fifty (50) days of the date you filed the Supplementary Assumed Business Name form in our office (steps 1, 2 & 3 above). We will issue a receipt for the publisher's certificate.

UNLESS PROOF OF PUBLICATION IS FILED WITH THE COUNTY CLERK, THE SUPPLEMENTARY FORM OF THE ASSUMED BUSINESS NAME IS VOID.