

ASSUMED BUSINESS NAME Supplementary Filing Instructions

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

Necessity of Certificate

The appropriate Supplementary Assumed Business Name forms 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 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 Supplementary Assumed Business Name form to the Lake County Clerk's office with the required \$5.00 filing fee (or \$1.50 if the filing is for a Withdrawal of Owner[s] or Cancellation). A date-stamped copy of your filing is issued as your receipt.
4. If the filing is for a Supplementary Assumed Business Name form for Addition of Owner[s], Withdrawal of Owner[s] or Cancellation, you must take the filing receipt to a Lake County newspaper for publication as a legal notice once a week for three consecutive weeks (**page 2**). The first publication must appear in the newspaper within fifteen (15) days of the date the form is accepted for filing in our office. The newspaper will type set the legal notice from your date-stamped copy. The law does not require publication for a Supplementary Certificate for Withdrawal if less than 25% of the ownership is withdrawing.
5. Within fifty (50) days of the date you filed the Supplementary Assumed Business Name form for Addition of Owner[s], Withdrawal of Owner[s] or Cancellation (steps 1, 2 and 3 above), you must file the original certificate of publication issued by the newspaper after the third week of publication. We will issue a receipt for the publisher's certificate you file with us.

Unless proof of publication is filed with the County Clerk, the Supplementary Assumed Business Name form for Withdrawal of Owner[s] or Cancellation is void.

NOTE: Duplicate Assumed Business Name Certificates require a fee of \$1.50 each.

Publishers List for Legal Notices

LAKE COUNTY JOURNAL

Debbie Kukielski
7717 S. Route 31
Crystal Lake, IL 60014
(815) 526-4453
*Fax: (630) 368-8809
E-Mail: publicnotice@lakecountyjournal.com

DAILY HERALD

Paula Raetzman
P. O. Box 280
Arlington Heights, IL 60006
(847) 427-4671
*Fax: (847) 427-4787
E-Mail: legals@dailyherald.com

PIONEER PRESS / LAKE COUNTY NEWS SUN

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

- * Publishers that include a fax number allow Assumed Business Names Application to be faxed to them as long as the publication is being paid for by a credit card. After faxing the information **call** the publisher with the credit card information. The first publication shall be within **15 days** after the certificate is filed in the office of the County Clerk.