

**Bruce Clark**  
**Kankakee County Clerk**

189 East Court Street  
Kankakee, Illinois 60901  
(815) 937-2990

**ASSUMED BUSINESS NAME APPLICATION**

Name of Business: \_\_\_\_\_

Nature/Purpose: \_\_\_\_\_  
(Describe the service or type of business)

Address(es) where business is to be conducted or transacted in this county:

\_\_\_\_\_  
(legal street address) (city, state, zip) (phone)

\_\_\_\_\_  
(post office or other mail only address) (city, state, zip) (phone)

Name(s) and post office or residence address(es) of the person(s) owning, conducting or transacting business:

\_\_\_\_\_  
(name) (name)

\_\_\_\_\_  
(street) (street)

\_\_\_\_\_  
(city, state, zip) (phone) (city, state, zip) (phone)

\_\_\_\_\_  
(name) (name)

\_\_\_\_\_  
(street) (street)

\_\_\_\_\_  
(city, state, zip) (phone) (city, state, zip) (phone)

STATE OF ILLINOIS )  
COUNTY OF KANKAKEE )

This is to certify that the undersigned intend(s) to conduct the above named business from the location(s) indicated and that the true and legal full name(s) of the person(s) owning, conducting or transacting the business is/are correct as shown.

\_\_\_\_\_  
(signature) (date) (signature) (date)

\_\_\_\_\_  
(signature) (date) (signature) (date)

**For Office Use Only**

The foregoing instrument was acknowledged before me by the  
person(s) intending to conduct the business this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public (signature)  
(Seal)

# Bruce Clark

## Kankakee County Clerk

189 East Court Street  
Kankakee, IL 60901  
815/937-2900

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### ASSUMED BUSINESS NAME APPLICATION FILING INSTRUCTIONS

#### NECESSITY OF CERTIFICATE

The following is an excerpt from Chapter 805 of the Illinois Compiled Statutes 405/1:

*No person or persons shall conduct or transact business in this State under an assumed name, or under any designation, name or style, corporate or otherwise, other than the real name or names of the individual or individuals conducting or transacting such business, unless such person or persons shall file in the office of the County Clerk of the County in which such person or persons conduct or transact or intend to conduct or transact such business, a certificate setting forth the name under which the business is, or is to be, conducted or transacted, and the true or real full name or names of the person or persons owning, conducting or transacting the same, with the post office address or addresses of such person or persons and every address where such business is, or is to be, conducted or transacted in the county. The certificate shall be executed and duly acknowledged by the person or persons so conducting or intending to conduct the business.*

**NOTE: CORPORATIONS AND LIMITED PARTNERSHIPS FILE WITH THE SECRETARY OF STATE. YOU SHOULD SEEK LEGAL ADVICE TO DETERMINE WHAT FILINGS ARE NECESSARY IN SUCH CASES.**

#### FILING PROCEDURES

1. Complete the Assumed Business Name Application. Please type or print in black ink.
2. All owners must sign the form in the presence of a Notary Public and have signature(s) notarized.
3. Return the forms to our office with the \$5.00 filing fee. A receipt for filing will be issued.
4. Take publication notice to a Kankakee County newspaper for publication once a week for three consecutive weeks. The first publication must appear in the newspaper within fifteen days after the date you filed the form in our office. The newspaper will typeset the legal notice from the publication notice.
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 Assumed Business Name Application in our office (steps 1, 2 & 3 above).

We will issue a certificate of ownership.

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

## **SUPPLEMENTARY ASSUMED BUSINESS NAME FILING INSTRUCTIONS**

### **NECESSITY OF CERTIFICATE**

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

1. An owner changes his name or his 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 his name from the business organization.

### **FILING PROCEDURES FOR SUPPLEMENTARY FILINGS**

1. Complete the appropriate Supplementary Assumed Business Name form. Please type or print in black ink.
2. Sign the form in the presence of a Notary Public and have signature(s) 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 receipt will be issued.
4. Take your publication notice to a Kankakee County newspaper for publication once a week for three consecutive weeks. The first publication must appear in the newspaper within fifteen days after the date you filed the form in our office. The newspaper will typeset the legal notice from your publication notice. (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 office within fifty (50) days of the date you filed the supplementary form in our office.

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

**Bruce Clark**  
**Kankakee County Clerk**

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(815) 937-2990

**ASSUMED BUSINESS NAME**  
**ADDITION OF OWNER(S) TO**  
**BUSINESS**

Name of Business: \_\_\_\_\_

Original Date Filed: \_\_\_\_\_

STATE OF ILLINOIS )  
COUNTY OF KANKAKEE )

This is to certify that the person(s) listed below is/are to be added to the list of person(s) owning, conducting or transacting business to the above named business effective \_\_\_\_\_, 20\_\_\_\_:

\_\_\_\_\_  
(name) (name)

\_\_\_\_\_  
(street) (street)

\_\_\_\_\_  
(city, state, zip) (phone) (city, state, zip) (phone)

\_\_\_\_\_  
(signature) (signature)

\_\_\_\_\_  
(name) (name)

\_\_\_\_\_  
(street) (street)

\_\_\_\_\_  
(city, state, zip) (phone) (city, state, zip) (phone)

\_\_\_\_\_  
(signature) (signature)

**For Office Use Only**

The foregoing instrument was acknowledged before me by the person(s) intending to conduct the business this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public (signature)  
(Seal)

**Bruce Clark**  
**Kankakee County Clerk**

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**ASSUMED BUSINESS NAME  
WITHDRAWAL OF OWNER(S)  
OR CANCELLATION**

Name of Business: \_\_\_\_\_

Original Date Filed: \_\_\_\_\_

STATE OF ILLINOIS )  
COUNTY OF KANKAKEE )

This is to certify that the person(s) listed below has/have ceased doing business under the assumed name or has/have no further connection with or financial interest in said business. Withdrawal shall be effective \_\_\_\_\_, 20\_\_\_\_\_:

\_\_\_\_\_  
*(name)* *(name)*

\_\_\_\_\_  
*(street)* *(street)*

\_\_\_\_\_  
*(city, state, zip)* *(phone)* *(city, state, zip)* *(phone)*

\_\_\_\_\_  
*(signature)* *(signature)*

\_\_\_\_\_  
*(name)* *(name)*

\_\_\_\_\_  
*(street)* *(street)*

\_\_\_\_\_  
*(city, state, zip)* *(phone)* *(city, state, zip)* *(phone)*

\_\_\_\_\_  
*(signature)* *(signature)*

**For Office Use Only**

The foregoing instrument was acknowledged before me by the person(s) intending to conduct the business this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public (signature)  
(Seal)

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Kankakee County Clerk**

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**CHANGE OF OWNERS' LEGAL  
NAME OR ADDRESS OR  
BUSINESS ADDRESS CHANGE  
OR ADDITION**

Name of Business: \_\_\_\_\_

Original Date Filed: \_\_\_\_\_

Owner's legal name or address changed from: to:

\_\_\_\_\_  
*(name)* *(name)*

\_\_\_\_\_  
*(street)* *(street)*

\_\_\_\_\_  
*(city, state, zip)* *(phone)* *(city, state, zip)* *(phone)*

Business address(es) changed from: to:

\_\_\_\_\_  
*(street)* *(street)*

\_\_\_\_\_  
*(city, state, zip)* *(phone)* *(city, state, zip)* *(phone)*

Add the following business address:

\_\_\_\_\_  
*(street)* *(city, state, zip)* *(phone)*

STATE OF ILLINOIS )  
COUNTY OF KANKAKEE )

This is to certify that the above chang(es) to the named business have been made effective \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*(owner's signature)* *(owner's signature)*

\_\_\_\_\_  
*(street)* *(street)*

\_\_\_\_\_  
*(city, state, zip)* *(phone)* *(city, state, zip)* *(phone)*

For Office Use Only

The foregoing instrument was acknowledged before me by the  
person(s) intending to conduct the business this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public (signature)  
(Seal)