

ASSUMED NAME

Individuals starting a business in the County using a name for the business other than their personal name are required by Illinois State Statute to register their business name. This process is completed through the County Clerk's office. The process is as follows:

1. Fill out the Assumed Name Certificate Intention form (see enclosed). This form states the type of business, location of business, and name of owner(s) of said business. The form must be signed by owner(s) in front of a notary.
2. Provide the completed form and the \$25.00 fee to the County Clerk's office.
3. The County Clerk will complete a Public Notice form for the owner(s) to take to the Greenville Advocate (local paper 305 S. Second, Greenville). The Advocate will publish the notice once a week for three consecutive weeks. The Advocate will provide a Certificate of Publication.
4. Bring the Certificate of Publication back to the Office of the County Clerk. The Clerk will then issue a "Certificate of Business Registration" to the owner(s).

STATE OF ILLINOIS)
COUNTY OF BOND) SS

ASSUMED NAME CERTIFICATE INTENTION

This is to certify that the undersigned intend__ to conduct and transact a _____

business in said County and State under the name of _____

at the following address(es) _____

That the true and real full names of all persons owning, conducting or transacting such business, with the Respective post office address of each, are as follows:

NAME	POST OFFICE ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

Dated this _____ day of _____, 20 ____.

Owners signatures: _____

STATE OF ILLINOIS)
COUNTY OF BOND) SS

I, _____, a Notary Public in and for said County and State, do hereby certify that _____,

_____ personally known to me to be the same person(s) whose name(s) subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that ___he__ ha__ read and signed said instrument and that the statements therein contained, and each thereof, are true.

Notary Public

I hereby certify this is a true copy

Dated _____, 20 ____

County Clerk

My commission expires on the _____ day
of _____, 20 ____