

**KRISTY A. MASCHING**  
County Clerk and Recorder  
**LIVINGSTON COUNTY**  
112 W. MADISON STREET, PO BOX 618  
PONTIAC, ILLINOIS 61764-1871  
PH: (815) 844-2006  
FAX: (815) 842-1844

Changes Effective 3-2-2022

**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, 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. Please call The Secretary of State's Office to determine if you are able to use the chosen Business LLC Name at: 1-217-782-6961

**FILING PROCEDURE:**

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 it notarized.
3. Return the form to the Livingston County Clerk's Office with the \$14.00 filing fee.  
We will give you an Assumed Name Publication Notice for filing.
4. Take the Notice to a Livingston 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 Notice.
5. File the original "Certificate of Publication" 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). The Certificate of Publication is issued by the newspaper after the third week. If you do not receive it shortly thereafter, contact the newspaper. Sometimes they will mail the Certificate of Publication to our office.
6. The Assumed Business Name Certificate will be issued and mailed to the Owner's Residence.

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

\*\*When needing to submit a Notice of Publication for an Assumed Business Name to the Daily Leader please email them at: [legals@pontiacdailyleader.com](mailto:legals@pontiacdailyleader.com) along with an address and phone number to create an account. You can also use The Pantagraph, 205 N. Main St., Bloomington, IL 61701 – [declegal@lee.net](mailto:declegal@lee.net) Ph: 309-820-3209 \*See attached for deadline dates and times for both The Daily Leader and The Pantagraph

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**SUPPLEMENTARY ASSUMED BUSINESS NAME  
FILING INSTRUCTIONS**

**NECESSITY OF CERTIFICATE:**

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

1. 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 it notarized.
3. Return the forms to the County Clerk's office with the \$14.00 filing fee. An Assumed Name Publication Notice is issued.
4. Take the Notice to a Livingston County newspaper for publication 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 typeset the legal notice from your Assumed Name 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" with our office within fifty (50) days of the date you filed the Supplementary Application in our office (steps 1,2 & 3 above). The Certificate of Publication is issued by the newspaper after the third week. If you do not receive it shortly thereafter, contact the newspaper. Sometimes they will mail the Certificate of Publication to our office.

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

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## **WHY DO I NEED TO FILE AN ASSUMED NAME CERTIFICATE?**

The Illinois Business Code requires businesses to file Assumed Name Certificates. Also, most banks will not allow a business account to be opened without a proper filing.

The filing of an Assumed Name Certificate of registration of a company name imparts no real protection to the party filing. It is a formal process that informs the general public of the registered agent, and with whom official contact with the business can be made.

To find out more about the Assumed Business Names Act check 805 ILCS 405/Assumed Business Name Act.

For more information on starting a Small Business in Illinois, please see this IRS website:

<http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Checklist-for-Starting-a-Business>

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**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 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 LIVINGSTON)

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

_____ (signature) (date)	_____ (signature) (date)
_____ (signature) (date)	_____ (signature) (date)

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

\_\_\_\_\_  
NOTARY PUBLIC (signature)

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

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

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

Owners legal name changed or address  
Changed from:

to:

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

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

\_\_\_\_\_  
(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 LIVINGSTON)

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

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

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

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

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

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

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

The foregoing instrument was acknowledged before me by the person(s) conducting the business this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC (signature)

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

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

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

(STATE OF ILLINOIS  
COUNTY OF LIVINGSTON)

This is to certify that the person(s) listed below has/have ceased doing business under the assumed name of has/have no further connection 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)

The foregoing instrument was acknowledged before me by the person(s) withdrawing from the business this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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

# ATTENTION

## DEADLINES FOR PUBLISHING NOTICES HAVE NOW CHANGED.

THE UPDATED DEADLINES FOR SUBMISSIONS ARE:

<u>PUBLICATION DAY</u>	<u>NEW DEADLINE</u>
Tuesday.....	5PM Thursday
Wednesday.....	5PM Friday
Thursday.....	5PM Monday
Friday.....	5PM Tuesday

The above deadlines are for legal/public notices publishing within the classified section that contain no images, graphs, maps etc. Special design components will require an earlier deadline, please email for additional information or questions.

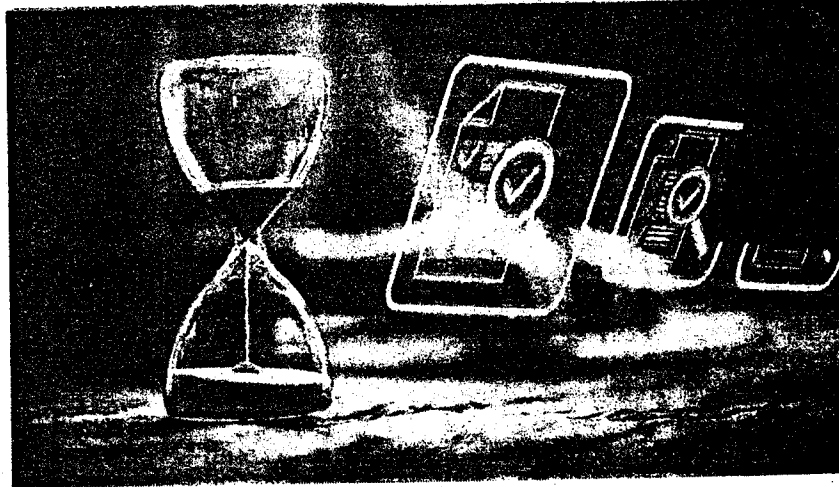
FOR THE QUICKEST POSSIBLE SERVICE, PLEASE SEND YOUR PUBLIC NOTICE TO THE FOLLOWING EMAIL:

**LEGALS@PONTIACDAILYLEADER.COM**

**FILED**

**PONTIAC** FEB 23 2023  
**DAILY LEADER**

KRISTY A. MASCHING  
LIVINGSTON COUNTY CLERK



The Pantagraph

205 N. Main St, Bloomington, IL 61701

PH: (309) 820-3209

**Please submit your notice at least 24 hrs prior to deadline. Deadlines are final (hard) deadlines.**

**Deadlines:** (Central Time)

<b><u>BLM:</u></b>	<b><u>Deadline</u></b>	<b><u>Pub Date</u></b>
Legals:	10:00 am Wednesday	Sunday
Legals:	10:00 am Thursday	Monday
Legals:	2:00 pm Thursday	Tuesday
Legals:	2:00 pm Friday	Wed
Legals:	2:00 pm Monday	Thursday
Legals:	2:00 pm Tuesday	Friday
Legals:	2:00 pm Tuesday	Saturday

\*Anything received after deadline will be scheduled for the next publication date.

**Display notices:** Please submit as early as possible, at least 1-2 days before deadline. We have a 24 hour turnaround time to get them back from the studio and these need to be approved by the deadline.

**Affidavits:** Please allow 7 to 10 business days to receive your Affidavit/Proof of Publication back in the mail after the last publication date.

**\*As of Feb 1<sup>st</sup> 2023: All credit card payments may be subject to a 3.5% surcharge. We currently accept Visa, MasterCard & Discover.**