

## BUSINESS UNDER AN ASSUMED NAME – CHANGES GUIDE

**Publication Requirements:** All certificates requiring publication must be filed in the Office of the County Clerk and published in a newspaper which is of general circulation within Tazewell County, in the same manner as the Original Certificate of Ownership (first publication within 15 days of filing, published once a week for three consecutive weeks and proof of publication submitted within 50 days of filing).

Circumstance	Form	Publication Required	Fee
Business Name Change	Certificate of Ownership (New Business Name)	Yes	\$20.00
	Supplementary Certificate - Cancellation of Business (Old Business Name)	No	\$11.00
Business Address Change	Supplementary Certificate - Business Address Change, Addition or Removal	No	\$15.00
Business Address Addition	Supplementary Certificate - Business Address Change, Addition or Removal	No	\$15.00
Business Address Removal	Supplementary Certificate - Business Address Change, Addition or Removal	No	\$15.00
Individual's Address Change	Supplementary Certificate - Individual's Address or Name Change	No	\$15.00
Individual's Name Change	Supplementary Certificate - Individual's Address or Name Change	No	\$15.00
Addition of an Individual's Name	Supplementary Certificate - Addition of Name(s)	Yes	\$15.00
Withdrawal of an Individual's Name	Supplementary Certificate - Withdrawal of Name(s)	*See Note	\$11.00
Cancellation of Business	Supplementary Certificate - Cancellation of Business	No	\$11.00

\*This supplementary certificate only needs to be published if the withdrawal effectuates any change in or transfer of ownership of 25% or more of the total ownership interest in the business.

## FOR INFORMATION ON STARTING A BUSINESS, CONTACT:

### **SMALL BUSINESS DEVELOPMENT CENTER**

Bradley University: 309-677-2992  
Illinois Central College: 309-495-5972  
Illinois Central College: 309-676-7500 Main Desk

### **ADDITIONAL CONTACTS**

Illinois Department of Revenue  
101 W. Jefferson  
Springfield, IL 62762  
1-800-732-8866  
[www.iltax.com](http://www.iltax.com)

*For additional information please consult an attorney or 805 ILCS 405/1.*