

ASSUMED NAME BUSINESS ACT

805 ILCS 405
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 for filing sets forth the owner(s) full name(s) with the address(es) of such person(s), along with every address where such business is located. The fee for filing this Certificate is \$5.00. If your business is incorporated, non-profit or if the owner(s) full name(s) is/are included in the name of the business you are not required to file an Assumed name Business with the County Clerks office.

Upon receipt of a completed application for a Certificate in the County Clerk's office, the County Clerk will give you a Notice which is to be published in the legal section of any qualified newspaper of your choice in Champaign County. **The first publication must be within fifteen (15) days from the recording date in our office.** It is to be published once a week for three consecutive weeks. At the end of the third publication, you will be given a Proof of Publication which is to be returned, either in person or by mail, to the County Clerk's office. At that time, you will receive your final receipt and Certificate for Filing.

You must complete this transaction in its entirety within fifty-five (55) days from the date originally filed in the County Clerk's Office or the entire filing is VOID.

Filing your Assumed Name Business is an important first step in starting your new business. Most banks will not allow you to open a business account in your business name without proof that you have complied with the Assumed Name Business Act. The Illinois Department of Revenue and the Internal Revenue Service will also require compliance with the Assumed Name Business Act.

HELPFUL INFORMATION

Contact the Illinois Department of Revenue for your Illinois Business Tax Number:
800-732-8866
www.revenue.state.il.us

Contact the Internal Revenue Service for information regarding Federal Employee Identification Numbers:
General Info: 800-829-1040
FEIN: 800-829-4933

Contact the Secretary of State for information on incorporating your business:
<http://www.cyberdriveillinois.com>
217-782-7880

Contact the Planning and Zoning if your business is located within Champaign County but outside of the city limits:
217-384-3708

First Stop Business Center
800-252-2923

Champaign Co. Black Chamber of Commerce
417-2035
www.theccbcc.com

Champaign Co Chamber of Commerce
359-1791
www.ccchamber.org

City of Champaign City Clerk
(217)403-8940
102 N. Neil St.

City of Urbana City Clerk
(217)384-2362
400 S. Vine