



## Business Name Instruction and Information Sheet

*It is your responsibility to check locally and with the Department of Licensing and Regulatory Affairs to ensure no existing business is using the name you have chosen. (Telephone numbers for LARA are listed on reverse side.)*

### Certificate of Assumed Name

**Filing Fee is \$10.00. Certificate expires five (5) years from date of filing.**

To ensure proper filing it is important to type or print clearly and to follow instructions. The Business Name must **always** be used exactly as it is filed.

1. Please check appropriate filing status (original, renewal, change of location or dissolution).
2. **Print name of business** as you would like it filed.
3. Print principal address of business location including: city, state and zip code. **DO NOT** abbreviate the street or city. **P.O. Box numbers are not accepted.**
4. Print full Legal Name of person(s). Please do not use nicknames, abbreviations, or initials. Complete residence address of person(s) including city, state and zip code. **P.O. Box numbers are not accepted.**
5. **Signatures MUST be witnessed by a Notary Public.** This office can notarize signatures if all owners are present at time of signing. **A valid Drivers License or State Issued ID is required.** **All individuals presenting an out of state Drivers License or State Issued ID will be required to complete a “Consent to Service” form (BN-05).**

### Certificate of Copartnership

**Filing Fee is \$10.00. Certificate expires five (5) years from date of filing.**

To ensure proper filing it is important to type or print clearly and to follow instructions. The Business Name must **always** be used exactly as it is filed.

1. Please check appropriate filing status (original, renewal, change of location, amendment or dissolution).
2. **Print name of business** as you would like it filed.
3. Print principal address of business location including: city, state and zip code. **DO NOT** abbreviate street or city. **P.O. Box numbers are not accepted.**
4. Print full Legal Name of person(s). Please do not use nicknames, abbreviations, or initials. Complete residence address of person(s) including city, state and zip code. If more than two persons are to be listed, continue on the back of the form. **P.O. Box numbers are not accepted.**
5. If there is a partnership contract limiting the length of time the partnership is to continue give expiration date. If no contract exists put N/A.
6. ALL persons must sign in the same order as listed in #4. If necessary use back of form.
7. **Notarization of Signature:** One of the persons listed in #4 must have their signature witnessed and notarized. Certificates mailed must be notarized prior to mailing. **A valid Driver’s License or State Issued I.D. is required.**

**Additional Information on Reverse Side**

## ***Retain This Information Sheet for Future Reference***

Businesses filing in Washtenaw County **must** use forms provided by this office.

### **Documents Filed At The County Level Are:**

“Certificate of Assumed Name” (BN-15) and “Certificate of Copartnership” (BN-07)

These Certificates are legal documents. All information given on them must be complete and accurate.

**Certificates must be filed in every county in which a business is owned or conducted.**

This office reserves the right to receive documents, but delay filing, until all statutory requirements are met.

It is your responsibility to notify this office and file the required forms if you:

1. **Change the principal business address**
2. **Add or delete persons**
3. **Dissolve the business (business is closed or filed at state level)**

### **Documents Filed At The State Level Are:**

All Corporations, Limited Liability Partnerships, Limited Liability Corporations, Non-Profit Organizations and Incorporated Companies are not filed with this office; however, they can be filed at the **State level**. Please contact the State directly at:

Department of Licensing and Regulatory Affairs (517) 241-6470  
Corporations Division [corpmail@michigan.gov](mailto:corpmail@michigan.gov)  
P.O. Box 30054  
Lansing, Michigan 48909  
[www.michigan.gov/lara](http://www.michigan.gov/lara)

Trademark, Service Marks & Insignia (517) 241-6470

### **Useful Contacts**

#### **Tax Information:**

<b>State</b>	Michigan Dept. of Treasury (517) 636-6925 <a href="http://www.michigan.gov/treasury">www.michigan.gov/treasury</a>
<b>Federal</b>	Internal Revenue Service (800) 829-4933 (Businesses) <a href="http://www.irs.gov">www.irs.gov</a> Employer Identification Number (800) 829-4933 & (800) TAX-FORM

#### **Licensing, Permit, and Miscellaneous Information:**

State License Search  
[www.michigan.gov/statelicensesearch](http://www.michigan.gov/statelicensesearch)  
Michigan Economic Development Corporation (888) 522-0103  
[www.michiganbusiness.org](http://www.michiganbusiness.org)

**Contact the city, village, or township in which the business is located to verify local regulations.**

#### **Non-Profits:**

NEW: Solutions for Nonprofits (734) 998-0160  
[www.new.org](http://www.new.org)

#### **Patent and Trademark Information:**

United States Patent Office (800) 786-9199  
[www.uspto.gov](http://www.uspto.gov)

#### **SCORE Mentors to America's Small Business:**

Ann Arbor Area Chapter (734) 929-1121  
1100 N. Main St., Suite 109 (to schedule an appointment – Cleary University  
Ann Arbor, MI 48104 reception desk)  
[www.annarborscore.com](http://www.annarborscore.com)