



# CERTIFICATE OF ASSUMED BUSINESS NAME

Title 30, Chapter 21, Part 8, Idaho Code.

Filing fee: \$25.00.

1. The assumed business name which the undersigned use(s) in the transaction of business is:

\_\_\_\_\_

2. The individual and/or entity names and business address(es) of those doing business under the assumed business name (do not include the name you listed in #1):

(Name) \_\_\_\_\_ (Address) \_\_\_\_\_

(Name) \_\_\_\_\_ (Address) \_\_\_\_\_

(Name) \_\_\_\_\_ (Address) \_\_\_\_\_

(Name) \_\_\_\_\_ (Address) \_\_\_\_\_

3. The general type of business transacted under the assumed business name is:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Retail Trade    | <input type="checkbox"/> Construction  | <input type="checkbox"/> Transportation and Public Utilities |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Agriculture   | <input type="checkbox"/> Mining                              |
| <input type="checkbox"/> Services        | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Finance, Insurance, and Real Estate |

4. Mailing address for future correspondence:

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zipcode) \_\_\_\_\_

5. Name and address for this acknowledgment copy is (if other than # 4):

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zipcode) \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Secretary of State use only**

## INSTRUCTIONS

Optional: If the document requires a correction, please list contact information here:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Assumed Business Names must be distinguishable on the records of the secretary of state from the name of any domestic filing entity, limited liability partnership, foreign entity registered to do business in this state, or name that is reserved or registered. The name may not falsely state or imply government affiliation. Filing a Certificate of Assumed Business Name does not give a business any specific right to the use of the name on the Certificate. Please confirm name availability by calling the Secretary of State's Office, before filing.

**Please be aware that all filings with this office are public record and are available upon request and via the internet.** Since this information is public record we advise you use a business address and NOT a home address, anywhere on the form that you list address information.

When an Assumed Business Name filing is required:

- Any person who proposes to or intends to transact business in Idaho under an assumed business name shall, before beginning to transact business, file with the Secretary of State a certificate of assumed business name.
- An entity which is organized, registered or admitted to the state by filing its public organic document or qualification papers with the Secretary of State is not required to file a Certificate of Assumed Business Name, except when it conducts business under a name other than its true name which appears on its public organic document or qualification papers. Formally organized or registered entities include corporations, limited liability companies, limited partnerships and limited liability partnerships.

One certificate must be filed per assumed business name. If an individual or business conducts business under more than one assumed name, it must file a separate certificate for each assumed business name it uses.

Part 1. Enter the assumed business name exactly as is used in conducting the business with the public. Please note that the business name shall not state or imply that the Assumed Business Name is organized for a purpose other than what is permitted by statute. Do not use words such as "Inc.", "Corporation", "LLC", "Company", etc.

Part 2. Enter the name and address of each individual who has a financial interest. For a formally organized entity, enter in item #2 the true name exactly as it appears on the organizational or registration document, and its principal business address.

Part 3. Check one or more boxes in item # 3. You **MUST** select one of the options that best describe your business. Do not make up your own category.

Part 4. Enter the address to which the Secretary of State should send future correspondence concerning this certificate.

Part 5. Acknowledgment address. If you want this certificate returned to a different address than listed on part 4, enter that address in line 5.

Signature. The certificate must be signed by each person included on the certificate or by an agent acting on behalf of all persons included on the certificate. Print the person's name, and then sign below.

**The filing fee is \$25.00** (make checks payable to Idaho Secretary of State).

Pursuant to Idaho Code § 67-910(6), the Secretary of State's Office may delete a business entity filing from our database if payment for the filing is not completed.

Mail or deliver to:

Office of the Secretary of State  
450 N 4th Street  
PO Box 83720  
Boise ID 83720-0080

If you have questions or need help, call the Secretary of State's office at (208) 334-2301.