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Supplementary Certificate of Cancellation or Withdrawal of Name (DBA) - Filing Instructions

How to Register a Supplementary Certificate

- Obtain a Supplementary Certificate of Cancellation or Withdrawal form. The form can be accessed by online at https://www.willcountyclerk.gov/general-services/assumed-business-name-dba/ or in person at the Clerk's office.
- Complete the form in its entirety:
  - ***Original Registration Date***
  - ***Name of Business***: The exact name under which business is being conducted or transacted. Must match the name on the original registration exactly.
  - ***Business Street Address***: The registered address where business is being conducted or transacted.
  - ***Cancellation/Withdrawl Date***: The date of the filing of the supplementary certificate.
  - ***Owner Name & Address***:
    - ***CANCELLATION:*** Complete this section to completely cancel the Assumed Name registration for a business that is no longer operating. All owners of record must be listed.
    - ***WITHDRAWAL:*** Complete this section with the name(s) of any owner wishing to withdraw from the registration of a business that will continue to operate. Only the withdrawing owners must be listed.
  - ***Owner's Signature(s)***: Owner(s) must sign name as it appears on their ID.
    - *Signature(s) MUST be witnessed by either a Notary Public or by Will County Clerk staff.*
      - ***CANCELLATION:*** All owners must sign.
      - ***WITHDRAWAL:*** Only withdrawing owners must sign.
- Submit a $1.50 filing fee.
- Publish Notice (if required) of the Certificate in a Will County newspaper.

Publication Requirements

Publication is **NOT** required for CANCELLATIONS. Publication is required for a WITHDRAWAL if it causes a change or transfer of 25% or more of the total number of owners.

The Certificate must be published in a newspaper of general circulation in Will County. Publication must occur once per week for 3 consecutive weeks. The first publication *MUST* occur within **15 days** of the file-stamp date on the Certificate.

After all 3 publications are complete, the County Clerk must receive a Certificate of Publication from the newspaper. Some newspapers will send this directly to the Clerk, but some may send it to the business owner. It is the responsibility of the business owner to ensure it is filed with the Clerk within **50 days** of the file-stamp date on the Certificate. A registration is voided if no proof of publication is received within the statutory 50-day window.