

INSTRUCTIONS FOR ONLINE REGISTRATION UNDER
THE ASSUMED NAME ACT

1. New users must create a "myWayneCounty.com" account and be logged in to start the process. Existing users must Login to myWaynecounty.com
2. Complete the on-line Assumed Name application form. Clerk's Office will review your application within 2 business days.
3. Upon receipt of email notification from Clerk's Office that the Business Name has been approved, **PRINT THE FORMS**, except signatures. **BLACK INK ONLY**. Do not use pencil or red ink. Post Office box numbers are not acceptable for the business address.
4. Signatures should be placed on the lines found at the middle of the form. **ALL LISTED OWNERS MUST SIGN THE CERTIFICATE.**
5. **ALL SIGNATURES MUST BE NOTARIZED.** All notaries public must legally sign and print or stamp their name and expiration dates on each certificate; as well as the names of the persons who appeared before the notary.
6. Return all three [3] copies [original +2] along with the \$23.00 filing fee to:

Cathy M. Garrett, Wayne County Clerk
201 Coleman A. Young Municipal Center
Detroit, MI 48226
ATTN: Assumed Names

We no longer accept personal checks. **PLEASE SEND MONEY ORDERS ONLY.** All personal checks will be returned. Make money orders payable to the Wayne County Clerk. Two [2] certified copies of the certificate will be returned to you after filing.

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7. If you change your business address, you must notify this office.
8. If you dissolve your business, you should file a certificate of discontinuance with this office.
9. If there is a change of ownership, a certificate of discontinuance should be filed by the previous owner and the new owner or owners must file a new certificate of assumed name or co-partnership.
10. Forms for change of address of certificate of discontinuance are available at the address listed above.