



# CANCELLATION OR AMENDMENT OF CERTIFICATE OF ASSUMED BUSINESS NAME

Base filing fee: \$10.00 + \$20.00 for manual processing (form must be typed).  
(see *Instructions for additional fees*)\*

1. The assumed business name is: \_\_\_\_\_

2. The assumed business name was filed with the Secretary of State's office on \_\_\_\_\_ as file number \_\_\_\_\_.

3. **Cancellation.** The persons who filed the certificate no longer claim an interest in the above assumed business name and cancel the certificate in its entirety.

4. The assumed business name is amended to: \_\_\_\_\_

5. The true names and business addresses of the entity or individuals doing business under the assumed business name are amended as follows:

**Add:** \_\_\_\_\_ **Delete:** \_\_\_\_\_  
(Name) (Address)

**Add:** \_\_\_\_\_ **Delete:** \_\_\_\_\_  
(Name) (Address)

**Add:** \_\_\_\_\_ **Delete:** \_\_\_\_\_  
(Name) (Address)

6. The type of business is amended to:

- |                 |               |                                     |
|-----------------|---------------|-------------------------------------|
| Retail Trade    | Manufacturing | Transportation and Public Utilities |
| Wholesale Trade | Agriculture   | Mining                              |
| Services        | Construction  | Finance, Insurance, and Real Estate |

7. Amend mailing address for future correspondence to:

8. Name and address for this acknowledgment copy is:

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

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

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

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

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

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

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

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

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

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

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

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

Secretary of State use only



## INSTRUCTIONS

Provide contact information where you can be reached:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

- Line 1.** Enter the name of the assumed business name as it currently is filed with the Office of the Secretary of State.
- Line 2.** Enter the date the assumed business name was filed with this office and under what file number.  
(your file number will start with "D")
- Line 3.** Mark this box if you wish to cancel the entire filing of the assumed business name.
- Line 4.** If this amendment is to change name of the business you may indicate the new business name here. It is advised that you contact the Office of the Secretary of State to check to see if someone has already filed for the name you would like to use.
- Line 5.** If this amendment is to add or delete an owner of the assumed business name, do so in this area.
- Line 6.** Mark this box if this amendment is to change the type of business being transacted.  
**Note:** *This is **NOT** where you change the business name.*
- Line 7.** If you would like to change the mailing address for future correspondence sent from this office, do so in this area.
- Line 8.** Enter the return address for the acknowledgment copy of this filing.

**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, then sign below.

- \* Enclose the appropriate fee (make checks payable to Idaho Secretary of State):
- The fee is \$30.00 (includes additional \$20.00 for a non-electronic form for manual entry).
  - If expedited service is requested, add an additional \$40.00 to the filing fee.
  - If 'same day' service is requested, add \$100.00 to the filing fee.

For a cancellation, the fee is \$20.00 for a non-electronic form for manual entry.

For an amendment, the fee is \$30.00 (\$10.00 + additional \$20.00 for a non-electronic form for manual entry).

Pursuant to Idaho Code § 67-910(6), the Secretary of State's office may delete a business entity filing from the 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.