Instructions on how to complete Assumed Name/DBA form:

1. Full name of business and address.
2. Indicate if business is sole proprietor, general partnership, or unincorporated non-profit association.
3. Full name of owner(s) and address(s).
4. Please have form notarized with a Notary. Please note: the county clerk’s office does not have a notary available.
5. Return to clerk’s office to file. The cost to file with county clerk is $24.

A general partnership is a**business owned by two or more persons who have agreed to operate a business under a common name.**

An unincorporated nonprofit association (UNA) is a**nonprofit version of a limited liability company** (LLC). A UNA is two or more people joined together by mutual consent to pursue a common nonprofit purpose. The association is formed without any legal formalities or paperwork.

A sole proprietorship is**owned and operated by one individual**. The owner reaps all profits and is responsible for all the debts of the business.