

Instructions for Amending an Assumed Business Name Certificate

YOU MUST FILE ANY AMENDMENT IN THE SAME COUNTY AS THE INITIAL FILING. FILING IS TYPICALLY IN PERSON OR THROUGH MAIL. FILING FEE IS \$26.

Item 1: Enter the assumed business name to which this amendment applies, as stated on the initial or most recently amended assumed business name certificate.

Item 2: Enter a real name of the person or entity engaging in business under the assumed business name as stated on the initial or most recently amended assumed business name certificate.

Item 3: Enter the book and page number of the initial filing to which the amendment applies. The book and page will be stamped at the top of the original certificate returned to you after recording.

Item 4: Enter the SOS ID number that was assigned by the NC Secretary of State. You may find this information on the Secretary of State's website at www.sosnc.gov/abn/search.

Item 5: Enter the current mailing address of the business.

Item 6: Indicate the information that you are amending by checking the block next to each selection.

Item 7: Enter the new information in the blank spaces provided, checking whether you are adding, deleting or changing each entry.

Execution of Certificate: Enter the date that you signed the certificate. Certificates must be signed by a person with the capacity listed below on behalf of the person(s) named in Item 2:

- **Sole proprietorship:** must be signed by the individual; title as "sole proprietor" or "owner".
- **General Partnership:** must be signed by a general partner.
- **Limited partnership:** must be signed by a general partner.
- **Corporation:** must be signed by an officer of the corporation.
- **Limited Liability Company:** must be signed by a manager, director or officer of the LLC.
- **Trust:** must be signed by a trustee or other person authorized to act on behalf of the trust.
- In the case of any other legal entity, the certificate must be signed in the name of the entity by an individual authorized to act for the entity.

Please note:

1. *You must file a Certificate of Amendment within sixty (60) days of change of any information provided on this form. (See NCGS § 66-71.7)*
2. *Knowingly signing a certificate that is false in any material respect is a Class 1 misdemeanor. (See NCGS § 66-71.14)*