

# CHANGING THE NAME OF YOUR ILLINOIS BUSINESS

Whether your business is organized as an Illinois corporation or limited liability company, changing the entity's name requires proper organizational authorization, as well as a few filings and notifications. The following list provides a summary of the process:

## 1. OBTAIN APPROPRIATE AUTHORIZATION AND FILE ARTICLES OF AMENDMENT WITH THE ILLINOIS SECRETARY OF STATE

### Corporations

If your business is organized as an Illinois corporation, the business's Articles of Incorporation must be amended to implement a name change. Under Illinois law, amending the Articles of Incorporation to change a corporation's name requires the approval of both the corporation's board of directors and its shareholders. You amend the articles of your Illinois corporation by submitting in duplicate form **BCA 10.30, Articles of Amendment** by mail or in person along with the filing fee to the Illinois Secretary of State. The fee is \$50. However, you may file online for \$100. The link to file online is below:

[http://www.cyberdriveillinois.com/departments/business\\_services/amendments/corp\\_instructions.html](http://www.cyberdriveillinois.com/departments/business_services/amendments/corp_instructions.html)

Form BCA 10.30 is available at

[https://www.cyberdriveillinois.com/publications/pdf\\_publications/bca1030.pdf](https://www.cyberdriveillinois.com/publications/pdf_publications/bca1030.pdf)

### Limited Liability Companies

If your business is organized as an Illinois limited liability company, the business's Articles of Organization must be amended to implement a name change. Under Illinois law, amending the Articles of Organization to change a limited liability company's name requires the approval of the members. You make amendments to the Articles of Organization of your limited liability company in Illinois by submitting in duplicate form **LLC-5.25, Articles of Amendment** by mail or in person along with the filing fee of \$150. You may also file online for \$250. The link to file online is below:

[http://www.cyberdriveillinois.com/departments/business\\_services/amendments/llc\\_instructions.html](http://www.cyberdriveillinois.com/departments/business_services/amendments/llc_instructions.html)

Form LLC 5.25 is available at

[https://www.cyberdriveillinois.com/publications/pdf\\_publications/llc525.pdf](https://www.cyberdriveillinois.com/publications/pdf_publications/llc525.pdf)

## **2. INFORM INTERNAL REVENUE SERVICE OF NAME CHANGE**

### **Corporations & Limited Liability Companies**

Following acceptance of the Articles of Amendment by the Illinois Secretary of State, the Internal Revenue Service should be notified in writing of the name change. The notification should include the FEIN assigned to your business, and a copy of the accepted Articles of Amendment. The business name change notification letter should be signed by a corporate officer, and sent to the Internal Revenue Service, Stop 343, Cincinnati, OH 45999.

## **3. INFORM ILLINOIS DEPARTMENT OF REVENUE OF NAME CHANGE**

### **Corporations & Limited Liability Companies**

After acceptance of the Articles of Amendment by the Illinois Secretary of State, your business's account with the Illinois Department of Revenue should be updated by contacting the Central Registration Division at (217) 785-3707.

## **4. INFORM ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY OF NAME CHANGE**

### **Corporations & Limited Liability Companies**

After acceptance of the Articles of Amendment by the Illinois Secretary of State, a "Notice of Change" (Form UI-50A) should be filed with the Illinois Department of Employment Security. This form can be obtained at

<http://www.ides.illinois.gov/IDES%20Forms%20and%20Publications/UI-50A.pdf>

## **5. INFORM LOCAL BUSINESS LICENSE ISSUING AGENCIES OF NAME CHANGE**

### **Corporations & Limited Liability Companies**

Following the name change, updated business licenses should also be obtained from any municipality or other local government entity that issued a license to the business under its prior name. For City of Chicago business licenses, the business owner must contact the City Department of Business Affairs, 121 N. LaSalle Street, Room 800, Chicago, IL 60602 within sixty days of the name change and complete the required change of legal entity name application form. The application fee is \$40.

## **6. MISCELLANEOUS**

A marketing plan may be advisable to update your letterhead, business cards, other marketing material and notifying customers, vendors and your bank. This is an opportunity to market your business and to make any required changes in contracts or loan documents.

Contact the Community Law Project, a project of the Chicago Lawyers' Committee for Civil Rights Under Law, Inc. or your attorney if you have questions. The Community Law Project matches eligible small businesses and not-for-profits with pro bono with pro bono legal counsel. For additional information about issues involving small businesses and not-for-profits, please contact us at [clp@clccrul.org](mailto:clp@clccrul.org) or (312)939-3638, or visit us online at [www.clccrul.org/community-law-project](http://www.clccrul.org/community-law-project).

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