

COMMON MISTAKES

***To avoid delay in filing or additional expense
when filing a Fictitious Business Name Statement.***

To renew ***without*** publishing, you must submit a form with **NO CHANGES** from the previous filing. ***Any changes*** require publication.

Section 1

Mistake: Entering the owner(s) names

Requirement: The **business name(s)** are required

Section 2

Mistake: Entering a PO Box for street address

Requirement: The **street address** is required

Mistake: Entering an address with a PMB (Post Mailing Box) for street address

Requirement: The **street address** is required. PMBs are only acceptable as a **mailing** address.

Mistake: Leaving County of principal of business blank

Requirement: **County** name is required per B&P code 17913

Section 3

Mistake: Entering the name(s) of the officers if business is conducted by an LLC
(Limited Liability Company)

Requirement: The **LLC name, address and State of Organization** are required **Example A**

Mistake: Entering the name(s) of the officers if business is conducted by a Corporation

Requirement: The **Corporation name, address and State of Incorporation** are required **Example B**

Mistake: Entering the name of the trust if the business is conducted by a trust

Requirement: The Owner's name and business address.

Section 5

Mistake: Entering a future date

Requirement: If you **have not commenced** mark the box that you have not begun

Mistake: Entering the current date when renewing

Requirement: If renewing, **the date must be the same as the original filing**



Continued on page 2

