Trade Name Instructions –



Wyoming Secretary of State

Herschler Building East, Suite 101 ◆ 122 W 25th Street ◆ Cheyenne, WY 82002-0020

307.777.7311 ◆ <u>Business@wyo.gov</u>

	$507.777.7511 \checkmark \underline{\text{Dusiness(w,wyo.gov})}$				
efore	Filing Please Note				
	<i>Include the filing fee of \$100.00.</i> Make check or money order payable to Wyoming Secretary of State.				
	The Application for Registration of Trade Name must be signed and notarized.				
	The trade name must be in use prior to registration.				
	If the applicant is a business entity, they must be registered and in good standing with the Wyoming Secretary of State prior to applying for the trade name.				
	The Application for Registration of Trade Name must comply with Wyoming Statutes 40-2-101 through 40-2-109.				
	Under the circumstances specified in W.S. 17-28-104(e), an email address is required.				
	Please review the form prior to submission. The Secretary of State's Office is unable to process incomplete forms.				
	You're Ready to Mail in Your Documents!				
*	Processing time is up to 15 business days following the date of receipt in our office. Wyoming statutes do not allow for expedited filing at this time. Your filing will be processed in the order it is received. You can visit our website at http://wyobiz.wyo.gov to see what day is currently being processed.				
dditio	onal Contact Information				
•	Department of Revenue (Sales and Use Tax Information)				
	o Ph. 307.777.5200 OR https://revenue.state.wy.us/				
•	Department of Workforce Services (Workers' Compensation or Unemployment Insurance)				
	o Ph. 307.777.8650 OR http://www.wyomingworkforce.org/				
♦	Internal Revenue Service (Tax ID Information)				
	o https://www.irs.gov/Filing				



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Email: Business@wyo.gov

For Office Use Only

Application for Registration of Trade Name

1. Trade nan	me to be registered:		
2. Name of a	applicant:		
3. Business	address of applicant:		
4. Mailing a	ddress of applicant (if different from bu	siness address):	
5. Applicant	is (selection should correspond to inform		
	individual;	corporation;	general partnership;
	limited partnership;	limited liability company;	statutory trust;
	unincorporated association;	statutory foundation;	other:
-	pplicant is a corporation, limited list the state of incorporation, organi	partnership, limited liability comp ization, or formation:	any, statutory trust or statutor
	olicant is a limited partnership, gene neral partners, or trustees:	ral partnership, or statutory trust, lis	at the names and addresses of the
If the app	licant is "other," explain:		

7. Describ	e general nature of bu	siness conducted by applicant:					
	rst used in Wyoming: he name must be in u	(Date – mm/dd/yyyy) use in Wyoming prior to registration	n.				
Date:	(mm/dd/yyyy)	_	Signature:				
		Print Name:					
		Title:					
Contact Person:							
Daytime Phone Number:							
Email: (An email a	d dress is required. Email(s) provided will receive important reminders,	notices and filing evidence.)				
State of County of							
	The foregoing instrument was acknowledged before me by Signatory's Printed Name						
Notar	Public's Signature	Notary Date (mm/dd/yyyy)	Notary's Commission Expiration				
Notari	ial Seal:						

Important Information:

- Filing Fee: \$100.00 Make check or money order payable to Wyoming Secretary of State.
- The application must be signed and notarized.
- Processing time is up to 15 business days following the date of receipt in our office.
- Registration is effective for a term of ten (10) years and is renewable. The renewal may not be filed more than six (6) months prior to the expiration.
- The Secretary of State will notify registrants whose trade name is up for renewal six (6) months prior to the expiration.
- Please mail with payment to the address at the top of this form. This form cannot be accepted via email.
- Please review the form prior to submission. The Secretary of State's Office is unable to process incomplete forms.