

Trade Name Instructions



Wyoming Secretary of State ♦ 2020 Carey Avenue, Suite 700 ♦ Cheyenne, WY 82002-0020

307.777.7311 ♦ Business@wyo.gov

<http://soswy.state.wy.us>

Before Filing Please Note

- One **originally signed and notarized** filing must be submitted.
- Include the filing fee of \$100.00.** Make check or money order payable to Wyoming Secretary of State.
- The trade name must be in use prior to registration.
- If the applicant is a business 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 be in compliance with Wyoming Statutes 40-2-101 through 40-2-109.
- Please provide at least one e-mail address in the Application for Registration. The provided e-mail address is used *only* to send you a certificate of evidence and annual report reminders.



You're Ready to Mail in Your Documents!

- ♦ **Typical processing time is 3-5 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.wy.gov> to see what day is currently being processed.

Additional Contact Information

- ♦ **Department of Revenue** (Sales and Use Tax Information)
 - Ph. 307.777.5200 OR <https://revenue.state.wy.us/>
- ♦ **Wyoming Business Council** (Licensing or Permit Information)
 - Ph. 307.777.2843 OR <http://www.wyomingbusiness.org/>
- ♦ **Department of Workforce Services** (Workers' Compensation or Unemployment Insurance)
 - Ph. 307.777.8650 OR <http://www.wyomingworkforce.org/>
- ♦ **Internal Revenue Service** (Tax ID Information)
 - <https://www.irs.gov/Filing>



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Cheyenne, WY 82002-0020
Ph. 307.777.7311
Fax 307.777.5339
Email: Business@wyo.gov

For Office Use Only

Application for Registration of Trade Name

1. Trade name to be registered:

2. Name of applicant:

3. Business address of applicant:

4. Mailing address of the trade name:

5. Applicant is (*check one*):

individual;

corporation;

general partnership;

limited partnership;

limited liability company;

statutory trust;

unincorporated association;

other:

6. If the applicant is a corporation, limited partnership, limited liability company or statutory trust, list the state of incorporation or organization:

If a limited partnership, general partnership, or statutory trust, list the names and addresses of the partners, general partners, or trustees:

If other, explain:

7. Describe general nature of business conducted by applicant:

8. Date first used in Wyoming:

(Date – mm/dd/yyyy)

•The name must be in use in Wyoming prior to registration.

Date:
(mm/dd/yyyy)

Signature: _____

Print Name:

Title:

Contact Person:

Daytime Phone Number:

Email:
(Email provided will receive filing evidence)
**May list multiple email addresses*

State of _____ County of _____		
The foregoing instrument was acknowledged before me by _____ <i>Signatory's Printed Name</i>		
_____	_____	_____
<i>Notary Public's Signature</i>	<i>Notary Date (mm/dd/yyyy)</i>	<i>Notary's Commission Expiration</i>
<i>Notarial Seal:</i>		

Important Information:

- Registration is effective for a term of ten years and is renewable. The renewal may not be filed more than six months prior to the expiration.
- Renewal forms are mailed by the office of the Secretary of State to registrants whose trade name is up for renewal. Trade name renewal fees are \$50.00.
- Trade name cancellation fees are \$10.00 (forms available online).
- Trade name assignment fees are \$25.00 (forms available online).