

INSTRUCTIONS FOR WALK-IN and MAIL-IN REGISTRATION
UNDER THE COPARTNERSHIP ACT

DISCONTINUANCE

1. PRINT OR TYPE ALL INFORMATION ON THE FORM, except signature. Do not use pencil or red ink.
2. Post Office box numbers are not acceptable for the business address.
3. At least one [1] copartner must sign, date and have their signature notarized.
4. SIGNATURE MUST BE NOTARIZED when mailing in your form. The notary public must legally sign and print or stamp their name and expiration date on each certificate; as well as the name of the person who appeared before the notary. Our office will notarize your signature when you present your photo i.d. in our office.
5. If filing by mail, please return original along with the \$10.00 filing fee to: Elizabeth Hundley, Livingston County Clerk, 200 E. Grand River Avenue, Howell, MI 48843; ATTN: Assumed Names.
6. The return of a certified copy is not automatic. If you are requesting the return of a certified copy, you must include a self-addressed stamped envelope.
7. PLEASE make check or money order payable to LIVINGSTON COUNTY CLERK. If you walk-in, we also accept cash and credit cards (service fee applies to credit card transactions).