

# Trade Name Instructions



Wyoming Secretary of State ♦ 200 West 24<sup>th</sup> St ♦ Cheyenne, WY 82002 ♦ 307.777.7311 ♦ [Business@wyo.gov](mailto:Business@wyo.gov)

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

## Before Filing Please Note

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- 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 us with an e-mail address so we may provide you with an electronic certificate for evidence of your filing.
- Please review forms prior to submitting to the Secretary of State to ensure all areas have been completed and speed up the processing of your documents.*



You're Ready to Mail in Your Documents!

## Additional Information After Filing

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- ♦ Wyoming processes documents in 3-5 business days. Since there is such a timely turnaround Wyoming Statutes do not provide for expedited service. Please refer to W.S. 17-16-123 for effective time and date information.
- ♦ If you have questions about sales and use tax you can contact the Department of Revenue Ph. 307.777.5200 or refer to their web page: <https://revenue.state.wy.us/>
- ♦ If you believe you need a specific business license or permit you can contact the Wyoming Business Council Ph. 307.777.2843 or refer to their web page: <http://www.wyomingbusiness.org/program/business-permitting/2833>
- ♦ If you need information regarding how to obtain an Employer Identification Number (EIN) you can contact the Internal Revenue Service or refer to their web page: <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>



**Wyoming Secretary of State**

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200 West 24<sup>th</sup> Street  
Cheyenne, WY 82002-0020  
Ph. 307.777.7311  
Fax 307.777.5339  
Email: [Business@wyo.gov](mailto:Business@wyo.gov)

For Office Use Only

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## 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:

State of \_\_\_\_\_)

County of \_\_\_\_\_)

The foregoing instrument was acknowledged before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness my hand and official seal.

(Notarial Seal)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_