



## INSTRUCTIONS FOR COMPLETION OF STATEMENT

Section 17922 Business & Professions Code:

Upon ceasing to transact business in this state under a fictitious business name that was filed in the previous five years, a person who has filed a fictitious business name statement shall file a statement of abandonment of use of fictitious business name. The statement shall be executed in the same manner as a fictitious business name statement and shall be filed with the county clerk of the county in which the person has filed his or her fictitious business name statement. The statement shall be published in the same manner as a fictitious business name statement and an affidavit showing its publication shall be filed with the county clerk after the completion of publication. The statement shall include:

- (1) The name being abandoned and the street address of the principal place of business
- (2) The date on which the fictitious business name statement relating to the fictitious business name being abandoned was filed, the file number, and the county where filed.
- (3) If the registrant is an **individual**, insert his or her full name and residence address
- (4) If the registrants are **husband and wife**, insert the full name and residence address of both the husband and the wife
- (5) If the registrant is a **general partnership, limited partnership, copartners, a limited liability partnership, a joint venture, or an unincorporated association other than a partnership**, insert the full name and residence address of each general partner
- (6) If the registrant is a **corporation**, insert the name and address of the corporation, as set out in its articles of incorporation on file with the CA Secretary of State, and the state of incorporation.
- (7) If the registrant is a **trust**, insert the full name and residence address of each trustee
- (8) If the registrant is a **limited liability company**, insert the name and address of the limited liability company, as set out in its articles of organization on file with the CA Secretary of State, and the state of organization
- (9) If the registrants are **state or local registered domestic partners**, insert the full name and residence address of each domestic partner

The statement shall be signed as follows:

- (a) If the registrant is an individual, by the individual
- (b) If the registrants are husband and wife, by the husband or wife
- (c) If the registrant is a general partnership, limited partnership, limited liability partnership, co-partnership, joint venture, or unincorporated association other than a partnership, by a general partner
- (d) If the registrant is a limited liability company, by a manager or officer
- (e) If the registrant is a trust, by a trustee
- (f) If the registrant is a corporation, by an officer
- (g) If the registrant is a state or local registered domestic partnership, by one of the domestic partners

The Statement of Abandonment of fictitious business name must be published in a newspaper once a week for four successive weeks and an affidavit of publication filed with the county clerk within 30 days after publication has been accomplished. The statement should be published in a newspaper of general circulation in the county where the principal place of business is located. The statement should be published in such county in a newspaper that circulates in the area where the business is conducted (Business & Professions Code 17917)."

17924 (2) "Any person who executes, file, or publishes any fictitious business name statement, knowing that such statement is false, in whole or in part, is guilty of a misdemeanor and upon conviction thereof shall be fined not to exceed one thousand dollars (\$1,000) (Business & Professions Code 17930)."

(Statement of Abandonment)