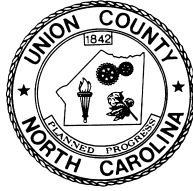


# CRYSTAL D. GILLIARD UNION COUNTY REGISTER OF DEEDS

Mailing Address:  
PO Box 248  
Monroe, NC 28111-0248



500 North Main Street, Suite 239  
Monroe, NC 28112  
Telephone (704) 283-3797  
Fax (704) 283-3569

## INSTRUCTIONS FOR ASSUMED NAME

1. Obtain proper form: <https://edpnc.com/start-or-grow-a-business/start-a-business/business-forms>
2. Please read the instructions for these forms as well.
3. **If new business**, research business name on temporary computer located in lobby. (Input least amount of information for name research.) This is not mandatory, but suggested. We cannot look this up for you in person or over the phone.
4. If you do not locate an exact match, then you may use this name as your business.
5. You need to fill out the form and make sure all owners, addresses, signatures (**and SOS ID number, if applicable**) appear correctly on the form.
6. There is a one-time filing fee of \$26.00. Our office accepts cash or check. The check needs to be made payable to Union County Register of Deeds and cannot be a starter check.
7. We will hand you back the original form or mail it to you at the address indicated on the form.
8. You will then need to either visit the Tax Assessor's office next door or give them a call at 704-283-3746 once your form has been recorded, so they may ask you some further questions.
9. Good Luck on your new venture!!!!