

## Instructions: Statement of Trade Name of a Reporting Entity

Use these instructions when completing a Statement of Trade Name of a Reporting Entity pursuant to [§ 7-71-103](#) and Part 3 of Article 90 of Title 7 of the Colorado Revised Statutes (C.R.S.). The required form/cover sheet must be used when filing the document. Mistakes may have legal consequences: review the information provided carefully. The Colorado Secretary of State's office cannot provide legal advice. Questions should be addressed to the user's legal, business or tax advisor(s). Only provide information that is required or permitted to be included in the document. Information included in the document must be in English, typewritten or machine printed, and must state the name and address of at least one individual causing the document to be delivered for filing. In order to obtain a copy of the filed document or access additional information, including Frequently Asked Questions (FAQs), visit our Web site, [www.sos.state.co.us](http://www.sos.state.co.us).

### Instructions

*Note: If the pre-filled information is incorrect, the appropriate form must be submitted for filing to change or correct the information. Fields that are pre-filled will be noted below.*

**ID Number:** The ID Number field will be pre-filled with the 11-digit number assigned to the record for the reporting entity by the Colorado Secretary of State.

**True Name:** The True Name field will be pre-filled with the name of the reporting entity exactly as such name is recorded by the Colorado Secretary of State's office.

**Form of Entity:** The Form of Entity field will be pre-filled with the form of the reporting entity as recorded by the Colorado Secretary of State's office.

**Jurisdiction:** The Jurisdiction field will be pre-filled with jurisdiction of the reporting entity as recorded by the Colorado Secretary of State's office.

**Trade Name:** Provide the name, other than the reporting entity's true name, that the reporting entity uses in conducting business.

**Business Transacted:** Briefly describe the type of business that will be transacted or the activities that will be conducted using the trade name.

**Delayed Effective Date (optional):** The effective date of this document may be delayed up to 90 days after filing with the Colorado Secretary of State. The delayed effective date may specify a particular time of day. If no time of day is specified, the default time is twelve midnight on that date. Mountain Time controls the filing date and time. For legal authority, refer to [§ 2-4-109](#) and [§ 7-90-304](#), C.R.S.

**Additional Information:** Select the "No" button if no additional information will be attached. Select the "Yes" button if additional information is permitted or required by law to be included in the document. After selecting "Submit" at the bottom of the online form, the Manage Attachments page will appear and allow for the attachment of the additional information as a plain text or PDF document.

**Individual Causing Delivery:** Provide the last name and first name of at least one individual causing the document to be delivered for filing. A middle name and suffix are optional. The mailing address, including the city, state and zip code, must be provided. Any address outside of the United States must include the country and, if applicable, the province. The names and addresses of additional individuals causing the document to be filed may be provided in an attachment. Pursuant to [§ 7-90-301.5](#), C.R.S., each individual causing the document to be filed is responsible for complying with the applicable statutes.

Example: Smith, John

123 N. Main St., Apt 101  
Denver, Colorado 80122

**Notice:** This section describes the legal authority for filing this document. Refer to [§ 7-90-301.5](#), C.R.S. for more information.

**Disclaimer:** These instructions, and the related form/cover sheet, are not intended to provide legal, business or tax advice, and are offered as a public service without representation or warranty. While the related form is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form. Questions should be addressed to the user's attorney.