

TTX Cert#: \_\_\_\_\_

Inactive: \_\_\_\_\_  
ABOVE FOR OFFICE USE ONLY

**Office of the County Clerk**  
City Hall, Room 160  
San Francisco, CA 94102-4678  
www.sfgov.org/countyclerk

**FILING FEE \$51.00 (See website for methods of payment)**  
**ITEMS #1 THROUGH #6 MUST BE LEGIBLE AND FULLY COMPLETED**

**STATEMENT OF ABANDONMENT OF USE OF FICTITIOUS BUSINESS NAME**

The registrant(s) listed below have abandoned the use of the following fictitious business name(s):

1. Fictitious Business Name(s): \_\_\_\_\_

located at:

2. \_\_\_\_\_  
Street Address, City, State and Zip code of Principal Place of Business (P.O. Box **NOT** allowed) MUST ENTER COUNTY OF FBN ADDRESS:  
▶

3. The fictitious business name was filed in the County of San Francisco  
on file date (MM/DD/CCYY) \_\_\_\_\_ under file # \_\_\_\_\_

<p>4. _____ Full name of registrant #1 (If <b>Corporation</b> or <b>Limited Liability Company</b>, also indicate <b>State of incorporation or organization</b>, e.g. (CA), (DE), etc)</p> <p>_____</p> <p>Business Mailing Address (P.O. Box <b>NOT</b> allowed)</p> <p>_____</p> <p>City, State and Zip Code</p>	<p>_____</p> <p>Full name of registrant #2 (If <b>Corporation</b> or <b>Limited Liability Company</b>, also indicate <b>State of incorporation or organization</b>, e.g. (CA), (DE), etc)</p> <p>_____</p> <p>Business Mailing Address (P.O. Box <b>NOT</b> allowed)</p> <p>_____</p> <p>City, State and Zip Code</p>
<p>_____</p> <p>Full name of registrant #3 (If <b>Corporation</b> or <b>Limited Liability Company</b>, also indicate <b>State of incorporation or organization</b>, e.g. (CA), (DE), etc)</p> <p>_____</p> <p>Business Mailing Address (P.O. Box <b>NOT</b> allowed)</p> <p>_____</p> <p>City, State and Zip Code</p>	<p>_____</p> <p>Full name of registrant #4 (If <b>Corporation</b> or <b>Limited Liability Company</b>, also indicate <b>State of incorporation or organization</b>, e.g. (CA), (DE), etc)</p> <p>_____</p> <p>Business Mailing Address (P.O. Box <b>NOT</b> allowed)</p> <p>_____</p> <p>City, State and Zip Code</p>

5. The business was conducted by:  an individual  a general partnership  a corporation  a limited partnership  
 an unincorporated association other than a partnership  a trust  co-partners  a married couple  
 joint venture  a limited liability company  state or local registered domestic partners  a limited liability partnership

6. **I declare that all information in this statement is true and correct.** (A registrant who declares as true any material matter pursuant to Section 17913 of the Business and Professions Code that the registrant knows to be false is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).)

Signature of Registrant \_\_\_\_\_ Title (if any) \_\_\_\_\_

If Corporation, print corporate officer title.  
If LLC, print officer or manager title.

Print Name \_\_\_\_\_

This statement was filed with the County Clerk of San Francisco County on date indicated by file stamp above.

**CERTIFICATION**

I hereby certify that the foregoing is a correct copy of the original on file with the San Francisco County Clerk.

By \_\_\_\_\_, Deputy County Clerk

## NOTICE TO REGISTRANT

### PURSUANT TO CA BUSINESS & PROFESSIONS CODE 17900 et seq. & SF BUS. & TAX REG. Article 12

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. (B&P Code Sec. 17922)

- Make the necessary changes regarding your DBA and pay any delinquent taxes on your business tax registration account with the S.F. Tax Collector's Office at City Hall, Room 140. Phone: (415) 554-4400.
- Complete the Statement of Abandonment form with the same information as stated on the original statement you are abandoning. If you do not have the original statement, you may visit our website at [www.sfgov.org/countyclerk](http://www.sfgov.org/countyclerk) and go to the online FBN index search OR check the public computer terminals available at City Hall, Room 168, to search the record. You will find all pertinent information online, including the file number and the date on which it was filed in our office. Fictitious business name statements are only valid for 5 years from the filing date. If you filed your FBN statement more than 5 years ago, you are not required to file a Statement of Abandonment.
- Bring or mail this completed statement along with the corresponding fee.
- Upon receipt and filing, an "Endorsed" copy will be issued to you.
- Your statement of abandonment of use of fictitious business name must be published in a newspaper within 45 days after the statement has been filed with the County Clerk. Provide a copy of the "endorsed" file copy to one of the approved adjudicated newspapers. 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). You may obtain the listing of newspapers by visiting [www.sfgov.org/countyclerk](http://www.sfgov.org/countyclerk) under the legally adjudicated publications link or by coming to our office to request a copy of the listing. The Statement of Abandonment of fictitious business name must be published in a newspaper once a week for four consecutive weeks and an affidavit of publication filed with the county clerk with the appropriate filing fee within 45 days after the 4<sup>th</sup> publication has been accomplished.

#### CA Business & Professions Code Section 17922 et seq.

##### Instructions for completing Statement of Abandonment – Please type or print legibly.

1. Fictitious business name(s) being abandoned.
2. Street address of the principal place of business and county of principal place of business.
3. File number and date on which the fictitious business name was filed.
4. Registrant Information:
  - If the registrant is an individual, insert full name of registrant and business mailing address (P.O. Box not acceptable).
  - If the registrant is a general partnership, co-partnership, joint venture, limited partnership, limited liability partnership, or unincorporated association other than a partnership, insert the full name and business mailing address of each general partner (P.O. Box not acceptable).
  - If the registrant is a trust, insert full name and business mailing address of each trustee (P.O. Box not acceptable).
  - 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 California Secretary of State and the state of organization (P.O. Box not acceptable).
  - 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 California Secretary of State and the state of incorporation (P.O. Box not acceptable).
  - If the registrants are state or local registered domestic partners, insert the full name and business mailing address of each partner (P.O. Box not acceptable).
5. Check box (mark only one) that describes how the business was conducted (as indicated on fictitious business name statement). Must be consistent with information provided on #4.
6. The statement shall be signed as follows:
  - If the registrant is an individual, by the individual.
  - If the registrants are a married couple, by a party to the marriage.
  - 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.
  - If the registrant is a limited liability company, by a manager or officer.
  - If the registrant is a trust, by a trustee.
  - If the registrant is a corporation, by an officer.
  - If the registrant is a state or local registered domestic partnership, by one of the domestic partners.

**NOTE:** Any person who executes, files, 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 Section 17930).