



**State of Utah  
DEPARTMENT OF COMMERCE  
Division of Corporations & Commercial Code  
Cancellation of a Business Name Registration Guide Sheet**

**This guide-sheet is not intended to substitute nor replace the advice of legal counsel.**

The guide-sheet is intended to provide you with the information that should be included when you cancel a Business Name Registration also known as a DBA.

**Letter of cancellation.**

You may cancel for any reason. The Division of Corporations and Commercial Code ("Division") does **require** you cancel a Business Name Registration (DBA) when you file another business entity using the same name (U.C.A. Section 42-2-6.6). All cancellations become effective the day the letter of cancellation/transfer is received by the Division. To cancel a Business Name Registration (DBA) a letter of cancellation must be presented to the division. The cancellation letter should include the following information:

- 1) Statement requesting the Division to cancel the Business Name Registration (DBA).
- 2) Address of the business.
- 3) Name of the applicant(s) / owner(s).
- 4) Correct name of the business to be canceled.
- 5) Signature(s) of the applicant(s) / owner(s).

**Where to file:** You may file in person, by mail or fax.

**Under GRAMA {63G-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, you may use the business entity physical address rather than the residential or private address of any individual affiliated with the entity.**

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**Information Center:** (801) 530-4849  
**Toll Free:** (877) 526-3994 (within Utah)  
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