

## NAMING CONVENTION

### ALL CAPITAL LETTERS

THE LIMIT OF CHARACTERS FOR THE LEGAL NAME IS 45, IF THE NAME IS LONGER THAN 45 YOU WILL NEED TO REQUEST FROM THE CUSTOMER/VENDOR A CORRECTED NAME WITH 45 OR FEWER CHARACTERS. EX: WILLIAMSON THEODORE M JR AND JOHNSON-GOODRICH SUSAN G (53 CHARACTERS)

Hyphenated names will be considered one unit name:

EX: LINDA HARPER-HOFF                      CORRECT: HARPER-HOFF LINDA

Titles are part of the first name, list last name first:

JOHN BOB DOE JR    DOE JOHN BOB JR

Name of Businesses and Organizations are indexed as written:

EX: BANK OF LONDON

When “The, A or An” is the first word of the business name, it is treated as the last unit:

EX: THE BOTTOM DOLLAR STORE  
CORRECT: BOTTOM DOLLAR STORE THE

Punctuation in Business Names is removed:

EX: BOB’S RENT-A-CAR                      CORRECT: BOBS RENT A CAR  
*IF AN AMPERSAND (&) IS USED IN A NAME THAT IS CORRECT TO USE IT. IF LEGAL IS “AND” THIS SHOULD BE USED.*

Local Government, type of entity is at end:

EX: CITY OF FLINT    CORRECT: FLINT CITY OF  
TOWNSHIP OF GAINES    GAINES TOWNSHIP OF  
*CURRENTLY MOST TOWNSHIP ARE ENTERED AS TP OF \_\_\_\_\_  
VLG OR VILLAGE OF \_\_\_\_\_*

State Government

EX: STATE OF MICHIGAN, U.S. DEPT OF AGRICULTURE  
CORRECT: STATE OF MICHIGAN, AGRICULTURE DEPT OF  
*Departments will be Attention line, so you will need to view address.*

Single letter in business and organization names are indexed as written (Need to be very aware if there are spaces or not). Do Not add spaces:

CORRECT: AAA INSURANCE                      NOT CORRECT – A A A Insurance  
JP MORGAN CHASE                      NOT CORRECT – J P Morgan Chase  
AT&T    NOT CORRECT – A T & T  
LKQ    NOT CORRECT - L K Q