

# KANSAS SECRETARY OF STATE Information Report Not-for-Profit Corporation

### INSTRUCTIONS FOR FILING AN INFORMATION REPORT

### SUBMIT THE DOCUMENTS WITHOUT THIS PAGE

Note: All documents filed by the Secretary of State's office are considered public record and may be viewable online. File this document directly online at <a href="https://www.sos.ks.gov/businesses/information-reports.html">https://www.sos.ks.gov/businesses/information-reports.html</a>.

### How to complete the information report for a not-for-profit corporation:

Each of the numbered instructions below corresponds to a section on the form.

- List the business entity's ID number issued by the Kansas Secretary of State (this is not a tax ID number). ID numbers may be found by clicking on Business Entity Database at https://www. sos.ks.gov/eforms/BusinessEntity/Search.aspx.
- 2. Provide the complete legal business entity name, including words of formation (e.g., Corp., Inc., etc.)
- 3. Provide the principal office of the business entity.

Principal office: Must be a physical address that must include the building number, street, city, state, and zip code. This can't be a PO box.

4. Provide the reporting year for the information report. This year must reflect the year the report was due.

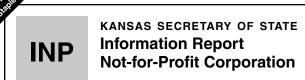
For revivals and foreign applications only: Review the instructions for the revival or foreign application to determine the number of information reports needed.

- 5a. Each name of the officer of the corporation must be listed along with a title for the officer and the address where they may be regularly located.
- 5b. Provide each name of the members of the governing body of the corporation along with the address where they may be regularly located. The directors may be omitted if the officers are the same individuals.
- 6a. Provide an indication of if the entity holds a majority ownership in any other business that is currently filed with the Kansas Secretary of State's Office. Continue with section 6b if answered yes or continue with section 7 if answered no.

- 6b. Provide both the business entity name and the Kansas Secretary of State ID number for each business entity that the corporation owns a majority ownership in. Both fields must be completed.
- 7. Provide an indication if the business entity owns land suitable for agricultural use. Complete the form AG if answered yes or disregard the form AG if answered no.
- 8. An authorized person on behalf of the entity must sign.

#### **AG - Information Report Agricultural Attachment Instructions**

- Each tract or lot must be detailed in this section. This includes a numerical response for the location, indicate if the land was acquired after July 1st, 1981, a brief description of how the land is used, and an indication if the land is owned or leased.
- 2. Respond to each of the categories if applicable. At least one of the categories must have a numerical response.
- 3. A numerical response must be provided, even if zero.
- Respond to each of the categories if applicable. At least one category with the value and location must have a response.



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Fee Schedule

#### **Information Report**

The filing fee for the information report is as follows:

Online Information Report: ......\$80
Paper Information Report: .....\$80

#### **Filing Online**

The information report may be filed directly online at https://www.sos.ks.gov/businesses/information-reports.html.

#### Mail to:

Kansas Secretary of State Memorial Hall, 1st Floor 120 SW 10th Avenue Topeka KS 66612

Only checks are accepted for payment. Make checks payable to the Kansas Secretary of State.





# KANSAS SECRETARY OF STATE Information Report Not-for-Profit Corporation



Memorial Hall, 1st Floor 120 S.W. 10th Avenue Topeka, KS 66612-1594 (785) 296-4564 kssos@ks.gov sos.ks.gov

1. B	Business entity ID/file number:	Kansas Secretary of State issued file number.						
2. N	lame of corporation:	Must match name on record with Kansas Secretary of State.						
N	Principal office address:  fust be a street, rural route, r highway. A PO box is	Street Address (A PO Box is unacceptable)						
u	unacceptáble.	City	State	Zip	Country			
	Reporting year:	Year						
0	lame, title, and address of each officer of corporation:	Name	Title					
T re	Title and address required for each officer named.	Address						
n		City	State	Zip	Country			
		Name	Title					
D	o not leave blank.	Address						
		City	State	State Zip Country				
		Name	Title					
		Address						
If p	additional space is needed, lease provide attachment.	City	State	Zip	Country			

5b.	Name and address of each member of governing body of	Name	Address	ddress						
	corporation:	City	State	Zip	Country					
	Leave this question blank if the governing body members and officers are the same.	Name	Address							
		City	State	Zip	Country					
	If additional space is needed, please provide attachment.	Name	Address	Address						
		City	State	Zip	Country					
6a.	6a. Does this corporation hold more than 50% equity ownership in any other business entity that is filed with the Kansas Secretary of State?									
	Yes (Complete Question 6b.) No (Skip to Question 7.)									
6b.	Name and ID number of each business:	Business Entity Name		Business Entity ID Number (Not FEIN)						
	Name and ID # should be provided exactly as filed with Kansas Secretary of State.	Business Entity Name	Business Entity ID Number (Not FEIN)							
		Business Entity Name		Business Entity ID Number (Not FEIN)						
7.	Does this corporation own or lease land in Kansas that is suitable for use in agriculture?  This question does not apply to 1) tracts of land of fewer than 10 acres, 2) contiguous tracts of land that are fewer than 10 acres in aggregate, or 3) state-assessed railroad operating property.									
8.	8. I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.									
Signature of Authorized Person (Required)  Title/Position (Required)										
X										
	e of Signer (printed or typed)			Phone Number (Not required)						



## KANSAS SECRETARY OF STATE Information Report Agricultural Attachment for Forms IFP or INP

Complete this form **only** if the business entity owns or leases land suitable for agricultural use. **All information must be complete** or this document will **not** be accepted for filing.

#### Note: This form must be completed if Question 7 on the information report form is answered "yes."

1.	1. Provide information on each lot, tract or parcel of agricultural land in Kansas owned or leased by corporation.											
Location of tract or lot  Was this tract acquired  Purpose for whice						Purpose for which land is owned or l	eased.	Indicate for each tract or parcel if the tract is				
County	Section	Township	Range	Number of acres in tract or lot	after Ju 1981?				Owned by corporation	Leased to corporation	Leased from corporation	If leased from corporation, indicate to whom leased.
											•	
2. Total agricultural acres  Must be numeric values.			A. Total acres owned or operated			B. Total a	B. Total acres owned or operated, <i>and</i> irrigated					
						C. Total acres leased to the corporation		D. Total acres leased to the corporation and irrigated				
E.					E. Total acres leased from the corporation		F. Total acres leased from the corporation and irrigated					
3.	Total nu	umber olders	of									
4.	4. Value and location				Within Kansas - Agricultural							
••	of agricultural and nonagricultural assets owned and controlled by corporation		ts V	Value			Location					
			. —	Within Kansas - Nonagricultural								
	Include all assets within and outside of Kansas.			ı v	Value			Location				
				Ou	Outside of Kansas - Agricultural							
				V	Value			Location				
				Ou	Outside of Kansas - Nonagricultural							
					alue			Locatio	on			