

FM
53-64

KANSAS SECRETARY OF STATE
**Business Entity Fiscal
Month Change**
Instructions

Kansas Office of the Secretary of State:

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

The following form **must be complete** and accompanied by **the correct filing fee** or the document will **not** be accepted for filing.

Save time and money by filing your forms online at **www.sos.ks.gov**. There, you can also stay up-to-date on your organization's status, annual report due date, and contact addresses.

<input type="checkbox"/> Filing fee	No filing fee is required to submit this document
<input type="checkbox"/> Fiscal month	This form may be used if an entity wishes to change its fiscal month and the entity has not yet filed its first annual report. The form must be received in our office prior to the end of the original fiscal month on file.
<input type="checkbox"/> Interim annual report	<p>If the entity has already filed annual reports and wishes to change the fiscal month, an Interim Annual Report must be filed to effect the change. This form may accompany the Interim Annual Report, but is not required.</p> <p><u>Interim Annual Report Requirements:</u></p> <ul style="list-style-type: none">• Complete the appropriate annual report form.• Provide the new fiscal month on the form.• Write "Interim Report" at the top of the form.• The Interim Report must cover no more than 12 months.• The Interim Report must be submitted with the full filing fee (\$55 for-profits, \$40 nonprofits).

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THIS SPACE FOR OFFICE USE ONLY.

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1. Business entity ID number

Not Federal Employer ID Number (FEIN).

2. Name of business entity

Must match name on record with Secretary of State.

3. Current fiscal month (tax year end or tax closing month)

Month

4. New fiscal month

Month

Signature of Authorized Person

X

Month

Day

Year

Name of Signer (printed or typed)

Title of signer

Phone number