

Please
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KANSAS SECRETARY OF STATE
Business Trust
Annual Report

GENERAL FILING INSTRUCTIONS

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 **sos.ks.gov**. There, you can also stay up-to-date on your organization's status, annual report due date, and contact addresses.

Filing fee	The filing fee for the annual report is \$55 . If you are filing this annual report as part of a reinstatement due to forfeiture, you may owe a different fee (fees are listed with the reinstatement form). For more information, please call (785) 296-4564.
Payment	Please enclose a check or money order payable to the Secretary of State. Forms received without the appropriate fee will not be accepted for filing. Please do not send cash. NOTICE: There is a \$25 service fee for all checks returned by your financial institution. Also, to expedite processing, please do not use staples on your documents or to attach checks.
Due date	The annual report shall be filed at the time prescribed by law for filing the annual Kansas tax return.
Forfeiture date	If the annual report is not filed and the appropriate fee is not paid within 90 days following the due date, the business will be forfeited in Kansas. If the forfeited business wishes to return to active and good standing status, a reinstatement process is required and penalties will be assessed. EXAMPLE: If the tax closing month is December, the due date is April 15, and the forfeiture date is July 15. A business must file the annual report and pay the annual report fee on or before the forfeiture date to avoid forfeiture.
Amending annual reports	If you wish to correct information that was erroneously provided on a previously filed annual report, file a completed Corrected Document form COR with a complete and correct new Annual Report form BT and submit with a \$55 filing fee.
Additional information	If additional space is needed, please provide an attachment.
Domestic and foreign	Use this form to file for both domestic or foreign entities.
Public information	All documents filed with our office are available to the public and may be view online at www.sos.ks.gov without cost. Please consider this when providing information on our forms. Instructions and payment information are not public information and are shredded after use.

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Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

(785) 296-4564
kssos@ks.gov
sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

1. Business entity ID/file number

This is NOT the Federal Employer ID Number (FEIN).

2. Business trust name

Must match name on record with Kansas Secretary of State.

3. Tax closing date

Month	Year
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4. Name and address of each trustee as of end of tax period

If additional space is needed, please provide attachment. Do not leave blank.

Attention Name	Address		
City	State	Zip	Country
Attention Name	Address		
City	State	Zip	Country
Attention Name	Address		
City	State	Zip	Country

5. I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.

Signature of Trustee or other Authorized Officer (Required)	Title/Position (Required)
X	
Name of Signer (printed or typed)	Phone Number (Not required)

Please note that information provided on documents filed with the Secretary of State is public record that is subject to public access and disclosure (per K.S.A. 45-215 through K.S.A. 45-223).