

CDA

KANSAS SECRETARY OF STATE
**Certificate of Amendment for a
Certificate of Designation
Domestic (Kansas) Series**

INSTRUCTIONS FOR FILING CERTIFICATE OF AMENDMENT

**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.

The Certificate of Amendment may be used to amend specific information within the series' Certificate of Designation. Multiple amendments may be listed on this document (ex., business name change, purpose statement change, etc.)

How to complete the Certificate of Amendment for a series:

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

1. List the business's ID number for the series issued by the Kansas Secretary of State (This is not a tax ID number). ID numbers may be found by clicking on our website at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal business name of the series, including words of formation (e.g., LLC, Limited Liability Company, L.C., etc.)
3. Provide the complete legal business name of the LLC, including words of formation (e.g., LLC, Limited Liability Company, L.C., etc.)
4. State each of the amendments to the Certificate of Designation of the series. The amendment must specifically identify what is to be amended (ex., "The name of the business is..." "The purpose statement is changed to..." etc.)
5. At least one authorized person on behalf of the LLC for the series must sign.

Fee Schedule

Certificate of Amendment

The filing fee for the Certificate of Amendment is as follows:

Series by paper: \$35

Mail to:

Kansas Secretary of State
Docking State Office Building
915 SW Harrison Street
Topeka KS 66612

Checks and credit/debit cards are accepted for payment. Make checks payable to the Kansas Secretary of State. Once processing the Certificate of Amendment is completed, a certified copy of the Certificate of Amendment will be mailed to the address of the sender.

CREDIT/DEBIT CARD COVER PAGE

ONLY INCLUDE **ONE** CREDIT/DEBIT CARD COVER PAGE
WHEN SUBMITTING MULTIPLE DOCUMENTS.

THE CREDIT/DEBIT CARD CAN BE CHARGED FOR ALL FEES DUE.

Note: The credit/debit card information will be destroyed upon the filing of the document.

Contact Information

Contact Person

Direct Phone Number for Contact Person

Payment Information

Name on Card

Credit/Debit Card Number

Expiration Date (MM/YY)

CVV (3 or 4 digit security code on back of card)

Billing Zip Code

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Kansas Secretary of State

Docking State Office Building
915 SW Harrison Street
Topeka, KS 66612

(785) 296-4564
kssos@ks.gov
<https://sos.ks.gov>

1. Series ID/file number:

Kansas Secretary of State
issued file number.

2. Name of series:

Must match name on record
with Kansas Secretary of State.

**3. Name of limited liability
company:**

Must match name on record
with Kansas Secretary of State.

4. The Certificate of Designation is amended as follows: (If additional space is needed, please provide attachment.)

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

(The signature of one or more authorized persons on behalf of the LLC is required)

Signature of Authorized Officer on Behalf of the LLC

X

Signature of Authorized Officer on Behalf of the LLC

X