

Please  
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**EC**  
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KANSAS SECRETARY OF STATE  
**Electric Cooperative  
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 annual report 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.

<b>Filing fee</b>	<b>The filing fee for the annual report is \$40.</b> 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.
<b>Payment</b>	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. <b>NOTICE:</b> There is a \$25 service fee for all checks returned by your financial institution. <b>Also, to expedite processing, please do not use staples on your documents or to attach checks.</b>
<b>Due date</b>	Annual reports are due on the 15th day of the fourth month following the tax closing month. <b>EXAMPLE:</b> If the tax closing month is December, the due date is April 15 of the following year. The annual report may be filed as early as January 1.
<b>Forfeiture date</b>	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. <b>EXAMPLE:</b> 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.
<b>Amending annual reports</b>	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 EC and submit with a \$40 filing fee.
<b>Additional information</b>	If additional space is needed, please provide an attachment.
<b>Public information</b>	All documents filed with our office are available to the public and may be view online at <a href="http://www.sos.ks.gov">www.sos.ks.gov</a> 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. Electric cooperative name**

Must match name on record with Kansas Secretary of State.

**3. Principal office address**

Must be a street, rural route or highway. A P.O. box is unacceptable.

Street Address

City

State

Zip

Country

**4. Tax closing date**

Month

Year

**5a. Name, title, and address of the president, secretary and treasurer**

Do not leave blank.

All fields are required for the president, secretary and treasurer.

Name

Title

President

Address

City

State

Zip

Country

Name

Title

Secretary

Address

City

State

Zip

Country

Name

Title

Treasurer

Address

City

State

Zip

Country

**5b. Name and address of each director of electric cooperative**

If additional space is needed, please provide attachment.

(Leave this question blank if the directors and officers are the same.)

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

**6. Number of memberships issued (Required)**

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

Signature of President, Vice President or Secretary (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).