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INSTRUCTIONS FOR FILING
AN INFORMATION REPORT

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 <https://www.sos.ks.gov/businesses/information-reports.html>.

How to complete the information report for an electric cooperative:

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

1. 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. **Do not leave blank.**

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. The name of the president, secretary, and treasurer of the electric cooperative must be named along with the title for the officer and the address where they may be regularly located.

5b. Provide each name of the directors of the electric cooperative along with the address where they may be regularly located. The directors may be omitted if the officers are the same individuals.

6. An authorized person on behalf of the entity must sign.

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
Electric Cooperative**



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

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

1. Business ID/file number:

Kansas Secretary of State issued file number.

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2. Electric cooperative name:

Must match name on record with Kansas Secretary of State.

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3. Principal office address:

Must be a street, rural route or highway. **A PO box is unacceptable.**

Do not leave blank.

Street Address (PO Box is unacceptable) (Required)			
City	State	Zip	Country

4. Reporting year:

Year

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

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

Do not leave blank.

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:

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

If additional space is needed, please provide attachment.

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

6. 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)