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KANSAS SECRETARY OF STATE
Information Report
Limited Liability Company or Series

**SUBMIT THE DOCUMENTS
WITHOUT THIS PAGE**

**INSTRUCTIONS FOR FILING
AN INFORMATION REPORT**

Series of an LLC must submit this form for the information report and can't be filed online.

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 LLC:

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., LLC, LC, 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 reinstatements and foreign applications only: Review the instructions for the reinstatement or foreign application to determine the number of information reports needed.

5. **Domestic (Kansas) business entities only:** Each member of the LLC who owns 5% or more of the capital must be named along with the address where they may be regularly located.
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:	\$100
Paper Information Report:	\$110

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.

Please proceed to form.

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

1. Business entity ID/file number:	Kansas Secretary of State issued file number.	
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2. Name of LLC or series:	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 (A PO box is unacceptable.) (Required)			
	City	State	Zip	Country

4. Reporting year:	Year
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5. Name and address of each member who owns 5% or more of capital (Kansas Limited Liability Companies or Kansas series only): 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
	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 Authorized Person (Required)	
X	
Name of Signer (printed or typed)	Phone Number (Not required)

Please review to ensure completion.