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KANSAS SECRETARY OF STATE  
Kansas Professional Corporation  
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 \$55.</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>	The annual report shall be filed at the time prescribed by law for filing the annual Kansas tax return.  Click <a href="#">HERE</a> or go to <a href="https://www.kansas.gov/bess">https://www.kansas.gov/bess</a> to search for the entity and view the entity's annual report due dates.
<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 PA and submit with a \$55 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 viewed 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

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THIS SPACE FOR OFFICE USE ONLY.

**1. Business entity ID/file number**

Kansas Secretary of State ID Number.

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**2. Name of corporation**

Must match name on record with Kansas Secretary of State. **(Required)**

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**3. Tax closing date**

Month	Year
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**4. The amount of memberships/shares of capital stock issued**

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**5a. Name, title, and address of each officer of corporation**

If additional space is needed, please provide attachment.

**Do not leave blank.**

**Title and Address required for each officer named.**

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

**5b. Name and address of each of the directors/ members of the governing body**

If additional space is needed, please provide attachment.

Leave this question blank if the directors/members of the governing body and officers are the same.

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

**5c. Name and address of each shareholder/ member**

If additional space is needed, please provide attachment.

Leave this question blank if the shareholders/members and officers are the same.

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

**6. Is each officer, director/member of the governing body, and shareholder/member a qualified person as defined by K.S.A. 17-2707 by the tax closing date?**

Only a qualified person may be a shareholder of a professional corporation (K.S.A. 17-2712). *Exception: A certified public accountant (K.S.A. 1-308).* No person may be a director or officer, other than the secretary, of a professional corporation unless that person is a shareholder (K.S.A. 17-2713).

Yes (Complete 8, if applicable.)  No (Complete 7 and 8, do not leave blank.)

**7. List each of the officers, directors/members of the governing body, and shareholders/members who are not qualified as defined by statute.**

Name	Name
Name	Name
Name	Name

**8. For the tax period this annual report covers, list the dates that any shares/memberships of the corporation were no longer owned by a qualified person and the names of the shareholders/members.**

Date	Name
Date	Name
Date	Name

**9. 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)		Title/Position (Required)	
X			
Name of Signer (printed or typed)		Phone Number (Not required)	