

Please
Do Not
Staple

RL

KANSAS SECRETARY OF STATE
**Certificate of Reinstatement of Limited
Liability Company, Limited Liability
Partnership, or Limited Partnership**

GENERAL FILING INSTRUCTIONS

All information on this form **must be complete**, accompanied by **the correct filing fee**, and **all past due annual reports** or the document will **not** be accepted for filing.

Filing fee

The filing fee for this document is **\$35**. An **\$85** penalty fee also applies if the reason for forfeiture is failure to timely file the annual report.

See Annual Report Fee Schedule for annual report fees/franchise taxes owed.

Payment

Please submit payment by check, money order, or credit card. Make checks or money orders payable to the Secretary of State. Forms received without the appropriate fee will not be accepted for filing. (Payment of fees for any annual reports submitted with the reinstatement form may be added to the check or money order. If paying by credit card, annual report fees will be charged to the card.)

Please do not send cash.

Visa, MasterCard, Discover, and American Express are accepted. To use a credit card, please provide the following information:

Credit card number _____

Billing zip code _____ **Expiration date** _____

NOTICE: There is a \$25 service fee for all returned checks.

Daytime phone and contact person

Mailing requirement

The certificate of reinstatement and all past due annual reports and unpaid fees or taxes must be filed at the same time. Please make sure all documents, fees and/or taxes are mailed in the **same envelope**.

Fax filing available

Documents may be fax filed for a processing fee of **\$20 in addition** to the normal filing fee. Include contact name, daytime phone number, credit card number, credit card expiration date and billing zip code.

Fax documents and payment information to **Business Services, 785-296-4570**. Faxed documents will receive that day's file date if they are without errors and received prior to 4 PM CST. Fax filing does not guarantee same day activation or return faxing.

Processed documents will be returned by mail. You may request a file-stamped copy be faxed for an additional \$1 per page.

No duplicate copies

Please do not send duplicate copies of documents. The original is processed, file stamped and returned by mail to the address provided.

No email filing

Filings are not accepted by email.

No filing by phone

No documents or reports can be filed with our office by phone.

Public information

All documents filed with our office are available to the public, and much of it may be viewed online without cost. Please consider this when providing information on our forms.

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**RL FORM
INSTRUCTIONS**

Note: The certificate of reinstatement must be submitted with all annual reports and fees/franchise taxes due from the time of forfeiture. See Annual Report Fee Schedule for annual report fees/franchise taxes owed.

Question on Form

2. Name of entity

The name of the entity must be the existing name on record with the Secretary of State when the entity forfeited. If the existing name is not available at the time of reinstatement, the entity name on the reinstatement form may be changed by the following method:
List the entity's name as it is currently on file and state that it is changing to the new name.

Example: ABC, LLC changing its name to DEF, LLC

To check name availability, go to sos.ks.gov under the Business Services link found on the middle left side of the homepage. Select the Check for Name Availability link, then select the Name Availability link on the Kansas Business Filing Center's page.

3. Resident Agent

The resident agent can be an individual, the entity itself, or a business entity that is registered with the Kansas Secretary of State.

Registered Office

The registered office is the Kansas *street* address where the resident agent is located.

7. Signature

Kansas entities: Requires the signature of an authorized person of a limited liability company or limited liability partnership, or a general partner of a limited partnership.

Foreign (non-Kansas) entities: Requires the signature of an authorized person or partner with authority according to the organic documents of the entity in its home state.

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ANNUAL REPORT FEE SCHEDULE

Limited liability companies (use annual report **Form LC**)

Limited liability partnerships (use annual report **Form LLP**)

Limited partnerships (use annual report **Form LP**)

To determine fees and/or franchise taxes owed, please refer to the chart below for the tax years for which the entity is filing past due annual reports.

Annual reports with tax year ending DECEMBER 2004 TO PRESENT:

Fee amount: \$55 flat filing fee

Annual reports with tax year ending 2001 TO NOVEMBER 2004:

Franchise tax calculation: \$2 for every \$1,000 of net worth

Minimum amount: \$55
Maximum amount: \$5015

Annual reports with tax year ending PRIOR AND UP TO 2000:

Franchise tax calculation: \$1 for every \$1,000 of net worth

Minimum amount: \$35
Maximum amount: \$2515

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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

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THIS SPACE FOR OFFICE USE ONLY.

Note: The certificate of reinstatement must be submitted with all annual reports and fees/franchise taxes due from the time of forfeiture. See Annual Report Fee Schedule for annual report fees/franchise taxes owed.

1. Business entity ID/file number:

Not FEIN (Federal Employer ID Number).

2. Name of entity:

Must match name on record with the Secretary of State.

3. Name of resident agent and address of registered office in Kansas:

Must be a Kansas street address. A P.O. Box or Rural Route/Box is unacceptable.

Name			
Street Address			
City	State KS	Zip	

4. Mailing address:

Address will be used to send official mail from the Secretary of State's Office.

Attention Name			
Address			
City	State	Zip	Country

5. The limited liability company's articles of organization, limited liability partnership's statement of qualification, limited partnership's certificate of partnership, or the foreign entity's application for authority to do business in Kansas has been forfeited for failure to timely file an annual report and pay the annual report fee or franchise tax, or has been forfeited for failure to designate or maintain a resident agent and registered office.

6. This certificate is filed by one or more persons of the limited liability company, limited liability partnership, or limited partnership authorized to execute and file such certificate of reinstatement.

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 Authorized Person/Partner