

Please
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KANSAS SECRETARY OF STATE
**Change of Registered Office/
Resident Agent**

All information on this form **must be complete** and accompanied by **the correct filing fee** or the document will **not** be accepted for filing.

GENERAL FILING INSTRUCTIONS

Filing fee	The filing fee for this document is \$35 (for-profit entities) or \$20 (not-for-profit corporations) .
Payment	<p>Please submit payment by check, money order, or credit card. Checks and money orders need to be made payable to the Secretary of State. Forms received without the appropriate fee will not be accepted for filing. Please do not send cash.</p> <p>Visa, MasterCard, Discover, and American Express are accepted. To use a credit card, please provide the following information:</p> <p>Credit card number _____</p> <p>Billing zip code _____ Expiration date _____</p> <p>NOTICE: There is a \$25 service fee for all returned checks.</p>
Daytime phone and contact person	_____
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	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 may be viewed online at www.sos.ks.gov 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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ROA FORM INSTRUCTIONS

Note: This form may be used by any *active* Kansas or foreign covered entity to change its registered office and/or resident agent. Covered entities include corporations, limited liability companies, limited liability partnerships and limited partnerships.

Question on Form

4. Resident agent

A resident agent is a person or entity that is authorized to accept service of process (lawsuits) on behalf of the business entity. This does not necessarily mean that the agent is being sued, but that the agent has the authority and responsibility to accept service of process on behalf of the business entity.

Any of the following may serve as a resident agent:

- The entity itself;
- an individual residing in Kansas;
- a Kansas corporation, limited partnership, limited liability partnership, limited liability company or business trust; or
- a foreign corporation, limited partnership, limited liability partnership, limited liability company or business trust authorized to do business in Kansas.

A business entity appointed as a resident agent must be in active status with the Kansas Secretary of State's Office at the time of appointment.

Registered office

A registered office is the street address in Kansas where the resident agent is located.

5. Signature

This form requires the signature of an authorized officer of a corporation, authorized person of a limited liability company or limited liability partnership, or general partner of a limited partnership.

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

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

1. Business entity ID/file number:

Not Federal Employer ID Number (FEIN).

[Empty field for Business entity ID/file number]

2. Name of business entity:

Name must match name on record with Secretary of State.

[Empty field for Name of business entity]

3. State or foreign country of organization:

[Empty field for State or foreign country of organization]

4. New name of resident agent and/or new address of registered office in Kansas:

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

Name of Resident Agent (Individual or Business Entity)		
Street Address		
City	State KS	Zip

5. I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.

(The signature of an authorized officer of a corporation, authorized person of a limited liability company or limited liability partnership, or general partner of a limited partnership is required.)

Signature X	Name of Signer (Printed or Typed)
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