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KANSAS SECRETARY OF STATE  
**Articles of Organization  
Domestic (Kansas) Limited Liability  
Company That May Create Series**

**SUBMIT THE DOCUMENTS  
WITHOUT THIS PAGE**

# INSTRUCTIONS FOR FILING ARTICLES OF ORGANIZATION

**Note: All documents filed by the Secretary of State's office are considered public record and may be viewable online.**

**How to complete the articles of organization for a domestic (Kansas) Limited Liability Company (LLC) that may create series:**

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

1. Provide the name of the LLC. All domestic LLCs must contain a word of formation. Pursuant to K.S.A. 17-7920, that word must be one of the following in English or in any other language if they are written in Roman characters:

L.L.C., L.C., LLC, LC, LIMITED LIABILITY COMPANY, or LIMITED COMPANY.

Check to see if the name of the covered business entity is in use by any other business entity already registered with our office online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.

If the name is currently in use, either a letter of consent from the current business entity must be submitted with the formation document, or a different name must be used.

Letter of consent: Pursuant to K.S.A. 17-7933, the letter of consent must include an indication that the current business entity consents to the use of the name. This letter must be executed by an authorized person for the current business entity registered.

2. Provide the name of the resident agent.

Resident agent: This is either an individual or a business entity registered in Kansas (may be the business entity the articles of organization are for) who will receive any legal documents (e.g., subpoenas, court orders, summons, etc.) for the business entity named in section 1. If the resident agent is a business entity, search for the legal name of the business at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.

3. Provide the registered office for the resident agent.

Registered office: Must be an address in Kansas where the resident agent may be regularly present. The address must include the building number, street, city, state, and zip code. This can't be a PO box.

4. An authorized person on behalf of the business entity must sign.

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**Fee Schedule**

**Articles of Organization**

The filing fee for the articles of organization is as follows:

Paper Articles of Organization:..... \$165

**Mail to:**

Kansas Secretary of State  
Memorial Hall, 1st Floor  
120 SW 10th Avenue  
Topeka KS 66612

Checks and credit/debit cards are accepted for payment. Make checks payable to the Kansas Secretary of State. Once processing the articles of organization are completed, a certified copy of the articles of organization will be mailed to the address of the sender.

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**COVER PAGE**  
**ARTICLES OF ORGANIZATION**

*Note: The credit/debit card information will be destroyed upon the filing of the document.*

**Contact Information**

**Contact Person**

**Direct Phone Number for Contact Person**

**Payment Information**

**Credit/Debit Card Number**

**Expiration Date**

**Billing Zip Code**

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

**This form must be accompanied by the correct filing fee or the document will not be accepted for filing. (See instructions for details.)**

**1. Name of limited liability company:**  
Include word of formation. See instructions for allowed words.

**2. Name of resident agent:**  
Must be an individual, the business entity named in section 1, or an entity already registered with our office. **Do not leave blank.**

**3. Registered office in Kansas for the resident agent:**  
Must be a street, rural route, or highway. **A PO box is unacceptable.**

|   |           |     |
|---|-----------|-----|
| Street Address (A PO Box is unacceptable) |           |     |
| City                                      | State     | Zip |
|   | <b>KS</b> |     |

The operating agreement for this limited liability company provides for the establishment of one or more series. If the limited liability company has filed a certificate of designation for each series which is to have limited liability, then the debts, liabilities, obligations and expenses incurred, contracted for or otherwise existing with respect to such series shall be enforceable against the assets of such series only, and not against the assets of the limited liability company generally or any other series thereof, and, unless otherwise provided in the operating agreement, none of the debts, liabilities, obligations and expenses incurred, contracted for or otherwise existing with respect to the limited liability company generally or any other series thereof shall be enforceable against the assets of such series. Neither the preceding sentences nor any provision pursuant thereto in an operating agreement, articles of organization or certificate of designation shall: Restrict a series or limited liability company on behalf of a series from agreeing in the operating agreement or otherwise that any or all of the debts, liabilities, obligations, and expenses incurred, contracted for, or otherwise existing with respect to the limited liability company generally or any other series thereof shall be enforceable against the assets of such series; or restrict a limited liability company from agreeing in the operating agreement or otherwise that any or all of the debts, liabilities, obligations, and expenses incurred, contracted for, or otherwise existing with respect to a series shall be enforceable against the assets of the limited liability company generally.

**5. I/We declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.** (The signature of one or more authorized persons is required.)

Signature of Authorized Person

X

Signature of Authorized Person

X

**Please review to ensure completion.**