

Please
Do Not
Staple

DL

KANSAS SECRETARY OF STATE
**Limited Liability Company
Articles of Organization, Kansas**

GENERAL FILING INSTRUCTIONS

All information on the articles of organization **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 articles of organization online at <https://sos.ks.gov>. There, you can also stay up-to-date on your organization's status, annual report due date, and contact addresses.

Filing fee	The filing fee for this document is \$165 .
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	_____
Fax filing available	<p>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.</p> <p>Fax documents and payment information to Business Services, 785-296-4570. Faxed documents that are without errors and received prior to 4:00 p.m. CT will receive that day's file date. Faxed documents received after 4:00 pm Central Time cannot be guaranteed to receive that day's filing date.</p> <p>Filed documents will be returned by mail. You may request a file-stamped copy be faxed for an additional \$1 per page. Fax filing does not guarantee same day return faxing.</p>
No duplicate copies	Please do not send duplicate copies of your document. The original is processed, and returned to you by mail.
No email	We cannot accept any filings by email, except for the MA mailing address change form.
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.

Please
Do Not
Staple

DL
I

KANSAS SECRETARY OF STATE
Limited Liability Company
Articles of Organization, Kansas

DL FORM INSTRUCTIONS

Effective Date: Any document that is required by this act to be filed with the Secretary of State shall be effective upon its filing date. Any document may provide that it is not to become effective until a specified date subsequent to its filing date, but such date shall not be later than 90 days after its filing date.

If you wish to include a future effective date for your articles of organization that is not more than 90 days after filing with the Secretary of State, please add the following information at the bottom of the DL form under Item 5 (signature block):

“Effective Date: __/__/____.”

Question on Form

1. Company name	A word of organization must be included in the name per K.S.A. 17-7920. Permitted words of organization are “Limited Company,” “Limited Liability Company,” or the abbreviation “L.C.,” “L.L.C.,” “LC” or “LLC.” Kansas statutes can be reviewed at www.ksrevisor.org .
2. Resident agent	The 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 himself/herself is being sued, but that he/she has the authority and responsibility to accept service of process on behalf of the business.
Registered office	The registered office is the address where the resident agent is located.
5. Signature	The articles of organization require the signature of one or more authorized persons to form the limited liability company.

Please
Do Not
Staple

DL

**KANSAS SECRETARY OF STATE
Limited Liability Company
Articles of Organization, Kansas**

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

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

51-09

THIS SPACE FOR OFFICE USE ONLY.

1. Name of the limited liability company:

[Empty text box for company name]

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

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

Name			
Street Address			
City	State	Zip	
	KS		

3. Mailing address:

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

Attention Name			
Address			
City	State	Zip	Country

4. Tax closing month:

(December is default)

[Empty text box for tax closing month]

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 to form the limited liability company is required.)

Signature of Authorized Person

X

Signature of Authorized Person

X