

Please  
Do Not  
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RR

KANSAS SECRETARY OF STATE  
Certificate of Reinstatement or Renewal,  
For-Profit and Not-For-Profit Corporations

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.

GENERAL FILING  
INSTRUCTIONS

**Filing fee**

**For-profit corporations:** 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.

**Not-for-profit corporations:** The filing fee for this document is **\$20**. A penalty fee is not required.

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.



KANSAS SECRETARY OF STATE  
**Certificate of Reinstatement or Renewal,  
 For-Profit and Not-For-Profit Corporations**

**RR 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**

<p><b>2. Name of corporation</b></p>	<p>The name of the corporation must be the existing name on record with the Secretary of State when the corporation forfeited or expired. If the existing name is not available at the time of reinstatement or renewal, the corporate name on the reinstatement form may be changed by the following method: List the corporation's name as it is currently on file and state that it is changing to the new name.</p> <p style="text-align: center;">Example: ABC, Inc. changing its name to DEF, Inc.</p> <p>To check name availability, go to <a href="http://sos.ks.gov">sos.ks.gov</a> 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.</p>
<p><b>3a. State or foreign country of organization</b></p>	<p>List the state or foreign country in which the corporation filed its articles of incorporation.</p>
<p><b>3b. Date of incorporation</b></p>	<p><b>For Kansas corporations only.</b> Give the date the original articles of incorporation were filed with the Secretary of State.</p> <p>To determine the original date of incorporation, go to <a href="http://sos.ks.gov">sos.ks.gov</a> under the Business Services link found on the middle left side of the homepage. Select the Business Search link, then follow the search links in the Business Entity Database to view the Business Summary page for the business. The Date of Formation in Kansas appears on that page.</p>
<p><b>4. Resident Agent</b></p> <p><b>Registered Office</b></p>	<p>The resident agent can be an individual, the corporation itself, or a business entity that is registered with the Kansas Secretary of State.</p> <p>The registered office is the Kansas <i>street</i> address where the resident agent is located.</p>
<p><b>6a. Statement referring to reinstatement</b></p>	<p>This statement applies only to corporations that are reinstating due to forfeiture, which means the corporation's articles of incorporation or application for authority to do business in Kansas has been forfeited for one of the following reasons:</p> <ol style="list-style-type: none"> <li>1. Failure to timely file an annual report and pay the annual report fee or franchise tax.</li> <li>2. Failure to designate or maintain a resident agent and registered office.</li> </ol>
<p><b>6b. Statement referring to renewal</b></p>	<p>This statement applies only to corporations that are renewing due to expiration, which means when the corporation's articles of incorporation or application for authority to do business in Kansas was filed, an expiration date was given to cease the corporation or authority. The corporation must give the date of expiration in the space provided.</p>
<p><b>7. Duration of existence</b></p>	<p>Indicate whether the corporation will have a perpetual existence or authority upon reinstatement or, if not perpetual, the date upon which the corporation's existence or authority will expire.</p>

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# ANNUAL REPORT FEE SCHEDULE

## For-profit corporations (use annual report Form AR):

To determine fees and/or franchise taxes owed, please refer to the chart below for the tax years for which the corporation 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

## Not-for-profit corporations (use annual report Form NP):

To determine fees owed, please refer to the chart below for the tax years for which the corporation is filing past due annual reports. Not-for-profit corporations are required to only file the annual reports for the three most recent reporting periods, but shall pay all fees due from the date of forfeiture.

### Annual reports with tax year ending 2001 TO PRESENT:

**Fee amount:** \$40 flat filing fee

### Annual reports with tax year ending 1993 TO 2000:

**Fee amount:** \$20 flat filing fee

### Annual reports with tax year ending 1972 TO 1992:

**Fee amount:** \$5 flat filing fee

Annual reports were not required for not-for-profit corporations PRIOR TO 1972.

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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

For-Profit 53-08  
Not-For-Profit 53-24

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 corporation:

Must match name on record with the Secretary of State.

3a. State or foreign country of organization:

3b. Date the original articles of incorporation were filed with the Secretary of State:

Kansas corporations only; foreign (non-Kansas) corporations skip to Question 4. (If date is unknown, see form instructions page.)

Month	Day	Year
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4. 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

5. Mailing address:

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

Attention Name			
Address			
City	State	Zip	Country

6a. This statement *only* applies to corporations that are reinstating due to *forfeiture*:

The corporation's articles of incorporation or 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.

6b. This statement *only* applies to corporations that are renewing due to *expiration*:

The corporation's articles of incorporation or application for authority to do business in Kansas has expired or will expire on:

Month	Day	Year
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**7. Duration of corporation upon reinstatement or renewal:**

The corporation will have a perpetual existence/authority.

The corporation's existence/authority will expire on:

Month	Day	Year
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**8. This certificate is filed by the authority of duly elected directors or members of the governing body of the corporation in compliance with the provisions of K.S.A. 17-7002(d)(6).**

**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 Officer