

LC

KANSAS SECRETARY OF STATE  
**Annual Report**  
**Limited Liability Company or Series**

# INSTRUCTIONS FOR FILING AN ANNUAL REPORT

**SUBMIT THE DOCUMENTS  
WITHOUT THIS PAGE**

***Series of an LLC must submit this form for the annual report and can't be filed online.***

***Note: All documents filed by the Secretary of State's office is considered public record and may be viewable online. File this document directly online at <https://www.kansas.gov/annual-reports/index.do>.***

## How to complete the annual report for an LLC:

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

1. List the entity's ID number issued by the Kansas Secretary of State (this is not a tax ID number). ID numbers may be found by clicking on Business Entity Database at <https://www.kansas.gov/bess/>.
2. Provide the complete legal entity name, including words of formation (e.g., LLC, Inc., etc.)
3. Provide the principal office of the entity.  
  
Principal office: Must be a physical address that must include the building number, street, city, state, and zip code. This can't be a PO box.
4. Provide the tax closing date for the annual report. Annual reports are filed after a tax year end has passed and represent the information that is true for that year end only (example: when an entity's tax year ends on the last day of December, the annual report due date period would be between January 1st and April 15th after each December. The report should reflect December for the month).
5. Domestic (Kansas) entities only: Each member of the LLC who owns 5% or more of the capital must be named along with the address where they may be regularly located.
6. An authorized person on behalf of the entity must sign.

## Fee Schedule

### Annual Report

The filing fee for the annual report is as follows:

Online Annual Report: ..... \$53  
 Paper Annual Report: ..... \$55

### Filing Online

The annual report may be filed directly online at <https://www.kansas.gov/annual-reports/index.do>.

### Mail to:

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

Only checks are accepted for payment. Make checks payable to the Kansas Secretary of State.

### Or

### Fax to:

This form can't be faxed unless it is being filed as part of another filing (i.e., reinstatement, corrected document, foreign application, etc.) See the fax instructions with the other document for details.

**LC**  
**50****KANSAS SECRETARY OF STATE**  
**Annual Report**  
**Limited Liability Company or Series**Memorial Hall, 1st Floor  
120 S.W. 10th Avenue  
Topeka, KS 66612-1594(785) 296-4564  
kssos@ks.gov  
sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

**1. Business entity ID/file number:**

Kansas Secretary of State issued file number.

**2. Name of LLC or series:**

Must match name on record with Kansas Secretary of State.

**3. Principal office address:**Must be a street, rural route or highway. **A PO box is unacceptable.**Street Address (**A PO box is unacceptable.**)

City

State

Zip

Country

**4. Tax closing date:**

Month

Year

**5. Name and address of each member who owns 5% or more of capital (Kansas Limited Liability Companies or Kansas series only):**

If additional space is needed, please provide attachment.

Name

Address

City

State

Zip

Country

Name

Address

City

State

Zip

Country

Name

Address

City

State

Zip

Country

**6. 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 (Required)**

X

Name of Signer (printed or typed)

Phone Number (Not required)