

**AI**

KANSAS SECRETARY OF STATE  
**Articles of Incorporation  
Domestic (Kansas) Corporation**

## INSTRUCTIONS FOR FILING ARTICLES OF INCORPORATION

**SUBMIT THE DOCUMENTS  
WITHOUT THIS PAGE**

**Note: All documents filed by the Secretary of State's office are considered public record and may be viewable online. File this document directly online at <https://www.sos.ks.gov/businesses/register-a-business.html>.**

**How to complete the Articles of Incorporation for a domestic (Kansas) entity:**

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

1. Indicate if the business entity will be for-profit or not-for-profit.
2. Provide the name of the corporation. All domestic corporations must contain a word of formation. Pursuant to K.S.A. 17-7919, that word must be one of the following in English or in any other language if they are written in Roman characters:

ASSOCIATION, CHURCH, COLLEGE, COMPANY,  
CORPORATION, CLUB, FOUNDATION, FUND,  
INCORPORATED, INSTITUTE, SOCIETY, UNION,  
UNIVERSITY, SYNDICATE, LIMITED, CO., CORP., INC., or LTD.

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 Written Consent to Use of Similar Business Name or a letter advertising must be submitted with the formation document.

Consent to Use of Similar Business Name: Pursuant to K.S.A. 17-7918, the business may submit a Written Consent to Use of Similar Business name (Form CN), completed by the business registered with the Secretary of State's office, found at [https://www.sos.ks.gov/forms/business\\_services/CN.pdf](https://www.sos.ks.gov/forms/business_services/CN.pdf).

3. 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 incorporation are for) who will receive any legal documents (e.g., subpoenas, court orders, summons, etc.) for the business entity named in section 2. 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>.

4. 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.

5. Provide the corporation's purpose statement. This statement is a general indication as to the nature of business of the business entity. Pursuant to K.S.A. 17-6002, you may state "the purpose of the corporation is to engage in any lawful act or activity for which corporations may be organized under the Kansas general corporation code, and by such statement all lawful acts and activities shall be within the purposes of the corporation, except for express limitations, if any."
- 6a. Provide a response indicating either that the business entity will be a stock corporation or a nonstock corporation.
- 6b. If the corporation is a stock corporation as indicated in section 6a, the total number of shares and the par value of those shares are required. If there are multiple classes of stock, each class must be indicated with the total number of shares and the par value.
7. Provide the names and postal addresses of each of the incorporators. Each incorporator named must sign in section 9.
8. If the power of the incorporator(s) is to cease upon the filing of the articles of incorporation, then the names and addresses of the directors must be provided. Otherwise, leave this section blank.
9. Each of the incorporators named in section 8 must sign.

An attachment may be included with the articles of incorporation that contains language for 501(c)(3) income tax exemption. Contact the Internal Revenue Services (IRS) at 1-800-829-1040 or visit their website at <https://irs.gov> for questions about qualifying for tax exempt status.

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**Fee Schedule**

**Articles of Incorporation**

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

For-profit Corporation paper filing:..... \$90  
For-profit Corporation online filing: ..... \$85  
Not-for-profit Corporation paper filing: ..... \$20  
Not-for-profit Corporation online filing:..... \$20

**Filing Online**

Create and file the articles of incorporation at <https://www.sos.ks.gov/businesses/register-a-business.html>. If filed online, do not complete and mail the paper form. E-checks and credit/debit cards are accepted for payment. Processing happens within minutes and your certified copy of the articles of incorporation can be printed from the above website without delay.

**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 incorporation are completed, a certified copy of the articles of incorporation will be mailed to the address of the sender.

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**COVER PAGE**  
**ARTICLES OF INCORPORATION**

*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  
120 S.W. 10th Avenue  
Topeka, KS 66612-1594

(785) 296-4564  
kssos@ks.gov  
<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. Indicate type of  
business:**

☐ **For-profit corporation**  
(fee \$90) 51-01

☐ **Not-for-profit corporation**  
(fee \$20) 51-02

**2. Name of corporation:**

Include word of formation. See  
instructions for allowed words.

**3. Name of resident agent:**

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

**4. 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

**KS**

Zip

**5. Nature of corporation's  
business or purpose:**

**6a. Will this corporation  
have the authority to  
issue capital stock?**

☐ Yes (Continue with 6b)

☐ No (Continue with 7)

**6b. If authorized to issue stock, indicate the number of shares authorized:**

This must be completed if answering Yes to section 6a.

Shares	Class	Par Value /ea.
Shares	Class	Par Value /ea.
Shares	Class	Without Nominal or Par Value
Shares	Class	Without Nominal or Par Value

**7. Name and mailing address of each incorporator:**

Each incorporator must sign in section 9.

Do not leave blank.

If additional space is needed, please provide attachment.

Name			
Address			
City	State	Zip	Country
Name			
Address			
City	State	Zip	Country

**8. Name and mailing address of each member of board of directors:**

This must be completed if incorporator's power terminates once document is filed.

If additional space is needed, please provide attachment.

Name			
Address			
City	State	Zip	Country
Name			
Address			
City	State	Zip	Country

**9. I/We declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.**

(Signatures must correspond to names of incorporators listed in section 7.)

Signature of Incorporator

X

Signature of Incorporator

X