

Please  
Do Not  
Staple



KANSAS SECRETARY OF STATE  
**For-Profit/Not-For-Profit**  
**Articles of Incorporation, Kansas**

# GENERAL FILING INSTRUCTIONS

All information on the articles of incorporation **must be complete** and accompanied by **the correct filing fee** or the document will **not** be accepted for filing.

File articles of incorporation online at <https://sos.kansas.gov>.

<input type="checkbox"/> <b>Filing fee</b>	The filing fee for this document is <b>\$90 (for-profit corporation)</b> or <b>\$20 (not-for-profit corporation)</b> .
<input type="checkbox"/> <b>Payment</b>	<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. <b>Please do not send cash.</b></p> <p>Visa, MasterCard, Discover, and American Express are accepted. To use a credit card, please provide the following information:</p> <p><b>Credit card number</b> _____</p> <p><b>Billing zip code</b> _____ <b>Expiration date</b> _____</p> <p><b>NOTICE: There is a \$25 service fee for all returned checks.</b></p>
<input type="checkbox"/> <b>Daytime phone and contact person</b>	_____
<input type="checkbox"/> <b>Fax filing available</b>	<p>Documents may be fax filed for a processing fee of <b>\$20 in addition</b> to the 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 <b>Business Services, 785-296-4570</b>. 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.</p> <p>Processed documents will be returned by mail. You may request a file-stamped copy be faxed for an additional \$1 per page.</p>
<input type="checkbox"/> <b>No duplicate copies</b>	Please do not send duplicate copies of documents. The original is processed, file stamped and returned by mail to the address provided.
<input type="checkbox"/> <b>No email</b>	Filings are not accepted by email.
<input type="checkbox"/> <b>No filing by phone</b>	No documents or reports can be filed with our office by phone.
<input type="checkbox"/> <b>Public Information</b>	All information filed with our office is available to the public, and much of it may be viewed online without cost. Please consider this when providing information on our forms.



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**AI FORM  
INSTRUCTIONS**

**Question on Form**

<b>1. Corporation name</b>	Pursuant to K.S.A. 17-7919, the name of a corporation shall contain: 1. One of the following words: "Association"; "church"; "college"; "company"; "corporation"; "club"; "foundation"; "fund"; "incorporated"; "institute"; "society"; "union"; "university"; "syndicate" or "limited"; 2. one of the following abbreviations: "Co."; "corp."; "inc." or "ltd."; or 3. words or abbreviations of like import in other languages if they are written in Roman characters or letters.
<b>2. Resident agent</b>  <b>Registered office</b>	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 is being sued, but that the agent has the authority and responsibility to accept service of process on behalf of the business entity.  The registered office is the physical address where the resident agent is located.
<b>7b. Stock</b>	If the corporation will have the authority to issue stock, indicate the total numbers of shares, stock, class and par value. If applicable, state any designations, powers, rights, limitations, or restrictions regarding the stock or certain grants of authority to the board of directors.
<b>7c. No stock</b>	If the corporation will not have the authority to issue stock, indicate whether the conditions of membership are stated in the bylaws, or, if not, what those conditions are or other criteria for identifying members.
<b>8. Incorporator(s)</b>	An incorporator can be either an individual or a business. This person or business is responsible for the formation of the business created by this filing. The incorporator is not necessarily the owner, and his/her role in the business may cease as soon as the filing is made.
<b>9. Directors</b>	The directors' section must be completed if the incorporator's power terminates once the document is filed.
<b>11. Signature(s)</b>	If the incorporator is an individual, the signature must match exactly with the name listed in the incorporator's section (question 8). If the incorporator is a business, the signature of an individual authorized to sign for the business is required. Do not enter the business name in the signature field.



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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.kansas.gov

THIS SPACE FOR OFFICE USE ONLY.

Indicate type of entity:

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

**Not-for-profit corporation**  
(fee \$20) 51-02  
(If the entity intends to seek 501(c)(3) status with the IRS, include the IRS-compliant 501(c)(3) articles addendum page.)

1. **Name of corporation:**

[Empty text box for Name of corporation]

2. **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	Zip	
	<b>KS</b>		

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. **Effective date:**

<input type="checkbox"/> Upon filing	<input type="checkbox"/> Future effective date: (Cannot be later than 90 days after the date the articles are filed.)	Month	Day	Year
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6. **Nature of corporation's business or purpose:**

[Empty text box for Nature of corporation's business or purpose]

7a. **Will this corporation have the authority to issue capital stock?**

Yes (complete 7b)       No (complete 7c)

**7b. If authorized to issue stock, indicate the number of shares authorized:**

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

If applicable, state any designations, powers, rights, limitations, or restrictions applicable to any class or any special grant of authority to be given to the board of directors.

**7c. If a nonstock corporation, are the conditions of membership fixed by the bylaws?**

<input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>no</b> , state the conditions of membership:
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**8. Name and mailing address of each incorporator:**

Do not leave blank. If additional space is needed, please provide attachment.

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

**9. 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	

**10. Duration of corporation:**

<input type="checkbox"/> Perpetual	<input type="checkbox"/> Date corporation will cease:	Month	Day	Year
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**11. 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 Question 8.)

Signature of Incorporator

Signature of Incorporator

**AI**  
Add.

KANSAS SECRETARY OF STATE  
**IRS Compliant 501(c)(3)**  
**Article Provisions**  
Addendum

Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

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No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

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Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.