

**NR**

KANSAS SECRETARY OF STATE

52-01

**Temporary Reservation of  
Business Entity Name****CONTACT: Kansas Office of the Secretary of State**Memorial Hall, 1st Floor  
120 S.W. 10th Avenue  
Topeka, KS 66612-1594(785) 296-4564  
kssos@sos.ks.gov  
www.sos.ks.gov*Above space is for office use only.***INSTRUCTIONS:** *All information must be completed or this document will not be accepted for filing.  
Please read instructions before completing.***1. The undersigned reserves the following entity name:***Entity name to be reserved***2. Name of applicant:****3. Address of the applicant:***Address**City**State**Zip**Country**Signature of applicant**Date (month, day, year)**Name of signer (printed or typed)**Phone number**Title***Save time and money by filing your name reservation online at [www.sos.ks.gov](http://www.sos.ks.gov)** **Instructions:**

- 1. Submit this form with the **\$35** filing fee. Make checks payable to the Kansas Secretary of State.
- 2. The name reservation is effective for 120 days. **This is not a name registration.** It is a method to temporarily reserve an entity name until you are ready to file a formation document for the entity.
- 3. Name reservations may not be renewed. If a reservation is submitted prior to the expiration of a current name reservation, the new reservation will be rejected.
- 4. The original applicant may transfer the right to a reserved name by filing a written notice of such transfer. The notice should include the name and address of the transferee (new applicant).

**STAY UP-TO-DATE ON YOUR ORGANIZATION'S STATUS, ANNUAL REPORT DUE DATE AND CONTACT ADDRESSES BY GOING TO [WWW.SOS.KS.GOV](http://WWW.SOS.KS.GOV). UNDER QUICK LINKS, SELECT SEARCH BUSINESS ENTITY INFORMATION.****NOTICE:** *There is a \$25 service fee for all checks returned by your financial institution. All information must be completed or this document will not be accepted for filing.*