

Please  
Do Not  
Staple

**RAN**

**KANSAS SECRETARY OF STATE  
Certificate of Resignation of Resident  
Agent Without Appointing a Successor**

**INSTRUCTIONS FOR FILING  
CERTIFICATE OF RESIGNATION OF RESIDENT  
AGENT WITHOUT APPOINTING SUCCESSOR**

**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.***

**How to complete the certificate of resignation of resident agent without appointing a successor:**

Before proceeding, a notice must be either mailed or hand delivered to each of the affected covered business entities indicating the resident agent's intent to resign and must be completed 30 days prior to filing the certificate of resignation of resident agent to the Kansas Secretary of State's Office.

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

1. List the business entity's ID number issued by the Kansas Secretary of State (This is not a tax ID number). If the resignation affects multiple business entities, write "see attached" in this section and provide an attachment with this information. ID numbers may be found by clicking on Business Entity Database at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal business entity name, including words of formation (e.g., LLC, Inc., etc.) If the resignation affects multiple business entities, write "see attached" in this section and provide an attachment with this information. The entity name may be reviewed online by searching for the entity at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx> and clicking on Business Entity Database.
3. Provide the name of the resident agent exactly as it appears on file for the business entity named in section 2. If the resignation affects multiple business entities, the resident agent must match exactly as it appears for all business entities affected by the resignation.
4. Provide the date the notice was either mailed or hand delivered to each of the business entities affected by the resignation. This date must be at least 30 days prior to the filing of the certificate of resignation.
5. Either the resident agent or an authorized representative of the resident agent must sign.

**How to complete the non-public record for the certificate of resignation of resident agent without appointing a successor:**

Before proceeding, this page will not be provided by our office as public information. If performing the resignation for multiple business entities, a name and address must be provided for each business entity or an indication that a name and address isn't known.

1. Provide the complete legal business entity name, including words of formation (e.g., LLC, Inc., etc.) and must match to the name provided in section 2. If the resignation affects multiple business entities, write "see attached" in this section and provide a non-public attachment with this information.
2. Select one of the three options provided. Select option a if affecting a resignation for multiple business entities and provide an attachment with the stated information. Option b or c must be selected if affecting a resignation for a single business entity.

Please  
Do Not  
Staple



KANSAS SECRETARY OF STATE  
**Certificate of Resignation of Resident  
Agent Without Appointing a Successor**

**SUBMIT THE DOCUMENTS  
WITHOUT THIS PAGE**

**INSTRUCTIONS FOR FILING  
CERTIFICATE OF RESIGNATION OF RESIDENT  
AGENT WITHOUT APPOINTING SUCCESSOR**

*Note: All documents filed by the Secretary of State's office are considered public record and may be viewable online.*

**Fee Schedule**

**Certificate of Resignation of Resident Agent without Appointing a Successor**

The filing fee for the certificate of resignation of resident agent without appointing a successor is as follows:

Corporation (Single):	
For-profit:	\$35
Not-for-profit:	\$20
All Other Entities (Single):	\$35
All Bulk Resignations:	\$150

**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 certificate of resignation of resident agent without appointing a successor is completed, a certified copy of the certificate of resignation of resident agent without appointing a successor will be mailed to the address of the sender.

Please  
Do Not  
Staple



KANSAS SECRETARY OF STATE  
**Certificate of Resignation of Resident  
Agent Without Appointing a Successor**

COVER PAGE  
CERTIFICATE OF RESIGNATION OF RESIDENT  
AGENT WITHOUT APPOINTING SUCCESSOR

*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 (MM/YY)**

**Billing Zip Code**

Please  
Do Not  
Staple



**KANSAS SECRETARY OF STATE**  
**Certificate of Resignation of Resident Agent Without Appointing a Successor**



Memorial Hall, 1st Floor (785) 296-4564  
120 S.W. 10th Avenue kssos@ks.gov  
Topeka, KS 66612-1594 https://sos.ks.gov

Pursuant to the provisions of K.S.A. 17-7929, the undersigned resident agent for service of process hereby resigns as resident agent in the state of Kansas for one or more of the following covered entities:

**1. Business entity ID number:**  
Kansas Secretary of State issued file number.

--

**2. Name of covered entity:**  
Must match name on file with Secretary of State.

--

**3. Resigning resident agent name:**  
Must match name currently on file with Secretary of State for the business entity named in section 2.

--

**4. Written notice of resignation was given to each affected covered entity at least 30 days prior to the filing of this certificate by mailing or delivering such notice to the covered entity at its address last known to the resident agent.**

**5. Date such notice was mailed or delivered to the covered entity:**

Month	Day	Year

Required: This certificate cannot be filed with the office of the Secretary of State until 30 days after written notice was mailed or delivered to all affected covered entities.

**6. The resident agent's resignation shall not become effective until 30 days after this certificate is filed with the office of the Kansas Secretary of State.**

**7. I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct.**

Signature of Resigning Resident Agent /Authorized Representative	Name of Signer (printed or typed)
X	

Please review to ensure completion.

Please  
Do Not  
Staple



**KANSAS SECRETARY OF STATE  
Certificate of Resignation of Resident  
Agent Without Appointing a Successor**

Memorial Hall, 1st Floor (785) 296-4564  
120 S.W. 10th Avenue kssos@ks.gov  
Topeka, KS 66612-1594 https://sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

### NON-PUBLIC RECORD

**Pursuant to K.S.A. 17-7929, the following is the last known officer, director, employee, or designated agent, if known, who is then authorized to receive communications from the resident agent with respect to each of the affected covered entities last known to the resigning resident agent.**

**1. Name of corporation:**  
Must match name on file with Secretary of State.

**2. Select only one of the following:**

a. The resignation affects multiple business entities. An attachment is provided to be recorded separate from the certificate of resignation as non-public information providing the names of the affected business entities and either the name(s) and address(es) for each, or an indication that a name and address is not known.

**OR**

b. An officer, director, employee, or designated agent for the affected covered entity is not known to the resigning resident agent.

**OR**

c. The last known officer, director, employee, or designated agent is:

Name		Address	
City	State	Zip	Country

**Please review to ensure completion.**