

Cannot file an annual report online? The business may need to reinstate.

- Reinstatement is required if a business entity is forfeited for failure to file annual reports.
- Reinstatements cannot be submitted online. Reinstatements must be submitted via mail or fax.

Follow the steps below to reinstate:

- Determine the number of annual reports the business entity needs to submit. Do this by going to: <https://www.kansas.gov/bess/flow/main?execution=e1s1>
 - Select “Business Entity Database”
 - Search for the business by “Business Entity Name” or “Business Entity ID Number”
 - When you have located the business, select “View Record”
 - Near the bottom of the first column is the Last Annual Report on File
- To reinstate a business, an annual report must be filed for each year since the last year on file along with a reinstatement form. Print the annual report forms from the Secretary of State’s website at <https://sos.ks.gov> under “Business Services” then “Business Services Forms” at the top of the page.
- Use the following annual report form based on business entity type. Annual reports submitted as part of a reinstatement cannot be filed online.

For-profit Corporation	Click letters AR
Not-for-profit Corporation	Click letters NP
Limited Liability Company (LLC)	Click letters LC
Limited Liability Partnership (LLP)	Click letters LLP
Limited Partnership (LP)	Click letters LP

- In addition to past due annual reports, a reinstatement form and fee are required. Print the reinstatement form from the Secretary of State’s website at <https://sos.ks.gov> under “Business Services” then “Business Services Forms” at the top of the page.
- **Use Form RR for:**
 - For-profit Corporation
 - Not-for-profit Corporation
- **Use Form RL for:**
 - Limited Liability Company (LLC)
 - Limited Liability Partnership (LLP)
 - Limited Partnership (LP)

To Submit a Reinstatement:

A complete reinstatement package includes:

- All annual reports and fees
- Reinstatement form and fees

Mail to:

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue
Topeka, KS 66612-1594

Fax to: 785-296-4570 (Provide credit card for filing fees + \$20 fee for faxed documents.)

The reinstatement takes an average of 3 to 4 business days to process. Check the status of a reinstatement by viewing the record of the business under the business entity search at <https://www.kansas.gov/bess/flow/main?execution=e1s1>