

INSTRUCTIONS FOR FILING  
ARTICLES OF INCORPORATIONSUBMIT 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) corporation:**

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

1. Indicate if the business 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 business is in use by any other business already registered with our office online at <https://www.sos.ks.gov/eforms/BusinessEntity/NameAvailability.aspx>.

If the name is currently in use, either a Consent to Use of Similar Business Name 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 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 must be either an individual, a business registered in Kansas, or the business itself who will receive any legal documents (i.e. subpoenas, court orders, summons, etc.) for the business named in section 2. If the resident agent is a business, 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. 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 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 7 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.

**AI**

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

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ARTICLES OF INCORPORATION**

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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

**Mail to:**

Kansas Secretary of State  
Docking State Office Building  
915 SW Harrison Street  
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.

**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. 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.

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### Kansas Attorney General Notice

Effective July 1, 2025, it is required for businesses or individuals owning or acquiring any interest in real property located within 100 miles of the boundary of any military installation located in Kansas, Nebraska, Colorado, Oklahoma, Iowa, and Texas to register said interest with the Kansas Attorney General's Office.

The following are subject to this requirement:

The government, any political party or subdivision, any corporate entity, any agent, or any citizen of the following:

- People's Republic of China (including the Hong Kong special administrative region)
- Republic of Cuba
- Islamic Republic of Iran
- Democratic People's Republic of Korea
- Russian Federation
- Bolivarian Republic of Venezuela
- Any organization that is designated as a foreign terrorist organization

This includes any individual having a controlling interest in any company formed for the purpose of holding interest in real property on behalf of any of the foregoing.

Any of the above businesses or individuals owning an interest in real property described above must submit the Foreign Principal Real Property Interest Registration Form found on the Attorney General's website at <https://www.ag.ks.gov> to the Kansas Attorney General on or before 90 days of either registering with the Kansas Secretary of State or upon acquisition of the real property.

Contact for Questions:

Kansas Attorney General  
Public Protection Division  
(785) 296-3751  
[cprotect@ag.ks.gov](mailto:cprotect@ag.ks.gov)

**AI**

KANSAS SECRETARY OF STATE  
**Articles of Incorporation**  
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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**

**Name on Card**

**Credit/Debit Card Number**

**Expiration Date**

**CVV** (3 or 4 digit security code on back of card)

**Billing Zip Code**

**AI**

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



Docking State Office Building  
915 SW Harrison Street  
Topeka, KS 66612

(785) 296-4564  
kssos@ks.gov  
<https://sos.ks.gov>

**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.

(Do not include DBA, fictitious, assumed, or trade names)

**3. Name of resident agent:**

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

**If naming a business registered with the Kansas Secretary of State as the resident agent, that business must match identically to the name on file.**

**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 this 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