

FC

KANSAS SECRETARY OF STATE
Certificate of Cancellation
Foreign (non-Kansas) Business

**SUBMIT THE DOCUMENTS
WITHOUT THIS PAGE**

INSTRUCTIONS FOR FILING CERTIFICATE OF CANCELLATION

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/close-a-business.html>.

How to complete the Certificate of Cancellation for a foreign (non-Kansas) business:

Before proceeding, the business's status must be either in good standing or showing as registered. Businesses in a forfeited status must first reinstate to file a cancellation. Check the status of the business online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.

More information on reinstating can be found online at <https://www.sos.ks.gov/businesses/reinstate-a-business.html>.

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

1. List the business's ID number issued by the Kansas Secretary of State (This is not a tax ID number). ID numbers may be found online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal business name, including words of formation (e.g., LLC, LLP, Corp., etc.)
3. Provide a physical address for service of process. This address may be either in or outside the state of Kansas. This address will be used for delivery of any legal documents (e.g., court documents like lawsuits, court orders, subpoenas, etc.)
4. An authorized person on behalf of the business must sign.

Fee Schedule

Certificate of Cancellation

The filing fee for the certificate of cancellation is as follows:

Paper Certificate of Cancellation:\$35
Online Certificate of Cancellation:\$30

Filing Online

The certificate of cancellation may be filed directly online at <https://www.sos.ks.gov/businesses/close-a-business.html>.

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 cancellation is completed, a certified copy of the certificate of cancellation will be mailed to the address of the sender.

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COVER PAGE
CERTIFICATE OF CANCELLATION

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

Billing Zip Code

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Certificate of Cancellation
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Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

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

Note: The status of the business must be either in good standing or registered. Businesses in a forfeited status must first reinstate before submitting this document. See instructions for details.

1. Business ID/file number:

Kansas Secretary of State
issued file number.

2. Name of corporation:

Must match name on record with
the Kansas Secretary of State.

I hereby appoint the Kansas Secretary of State as agent for service of process.

**3. Service of process may
be delivered to:**

Must be a street address. A PO
Box is unacceptable.

Name

Street Address

City

State

Zip

Country

The above-named foreign business surrenders its authority to transact business in the state of Kansas and withdraws therefrom pursuant to K.S.A. 17-7936.

4. I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.

Signature of Authorized Person

X

Name of Signer (Printed or Typed)