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KANSAS SECRETARY OF STATE  
**Information Report  
Business Trust**

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# INSTRUCTIONS FOR FILING AN INFORMATION REPORT

**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/information-reports.html>.**

**How to complete the information report for a business trust:**

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). 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.
3. Provide the principal office of the business entity.

Principal office: Must be a physical address that must include the building number, street, city, state, and zip code. This can't be a PO box.

4. Provide the reporting year for the information report. This year must reflect the year the report was due.

**For revivals and foreign applications only:** Review the instructions for the revival or foreign application to determine the number of information reports needed.

5. Each name of the trustee of the business trust must be listed along with the address where they may be regularly located.
6. An authorized person on behalf of the business entity must sign.

**Fee Schedule**

**Information Report**

The filing fee for the information report is as follows:

- Online Information Report: ..... \$100
- Paper Information Report: ..... \$110

**Filing Online**

The information report may be filed directly online at <https://www.sos.ks.gov/businesses/information-reports.html>.

**Mail to:**

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

Only checks are accepted for payment. Make checks payable to the Kansas Secretary of State.

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**IBT**

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Information Report  
Business Trust**



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

(785) 296-4564  
kssos@ks.gov  
sos.ks.gov

<b>1. Business entity ID/file number:</b>	Kansas Secretary of State issued file number.	

<b>2. Business trust name:</b>	Must match name on record with Kansas Secretary of State.	

<b>3. Principal office address:</b> Must be a street, rural route or highway. <b>A PO box is unacceptable.</b>	Street Address (A PO box is unacceptable.)			
	City	State	Zip	Country

<b>4. Reporting year:</b>	Year

<b>5. Name and address of each trustee as of end of tax period:</b>   <b>Do not leave blank.</b>   If additional space is needed, please provide attachment.	Name		Address		
	City		State	Zip	Country
	Name		Address		
	City		State	Zip	Country
	Name		Address		
	City		State	Zip	Country
	Name		Address		
	City		State	Zip	Country
	Name		Address		
	City		State	Zip	Country
	Name		Address		
	City		State	Zip	Country

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

<b>Signature of Trustee or other Authorized Officer (Required)</b>	<b>Title/Position (Required)</b>
X	
Name of Signer (printed or typed)	Phone Number (Not required)