

**NM**  
53-13

**KANSAS SECRETARY OF STATE**  
**Not-For-Profit Corporation**  
**Dissolution by Members' Meeting**  
Instructions

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

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

The following form **must be complete** and accompanied by **the correct filing fee** or the document will **not** be accepted for filing.

Save time and money by filing your forms online at **www.sos.ks.gov**. There, you can also stay up-to-date on your organization's status, annual report due date, and contact addresses.

**Filing fee**

The filing fee for this document is **\$20**.

**Payment**

Please submit payment by check, money order, or credit card. Checks and money orders need to be made payable to the Secretary of State. Forms received without the appropriate fee will not be accepted for filing. **Please do not send cash.**

Visa, MasterCard, Discover, and American Express are accepted. To use a credit card, please provide the following information:

**Credit card number** \_\_\_\_\_

**Billing zip code** \_\_\_\_\_ **Expiration date** \_\_\_\_\_

**NOTICE: There is a \$25 service fee for all returned checks.**

**Daytime phone and contact person**

\_\_\_\_\_

**Fax filing available**

Documents may be fax filed for a processing fee of \$20 in addition to the normal filing fee. Include contact name, daytime phone number, credit card number, credit card expiration date and billing zip code.

Fax documents and payment information to Business Services, 785-296-4570. Faxed documents that are without errors and received prior to 4:00 p.m. CT will receive that day's file date. Faxed documents received after 4:00 pm CT cannot be guaranteed to receive that day's filing date.

Filed documents will be returned by mail. You may request a file-stamped copy be faxed for an additional \$1 per page. Fax filing does not guarantee same day return faxing.

**Submission**

If this form is submitted after the close of the entity's tax year, an annual report and fee must be filed along with or prior to dissolution. If the entity has forfeited, it must reinstate before dissolution.

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If the fiscal year end has passed, the annual report must be filed before the dissolution can be filed.

THIS SPACE FOR OFFICE USE ONLY.

**This form must be complete and accompanied by the correct filing fee or the document will not be accepted for filing.**

**1. Business entity ID number:**

Not Federal Employer ID Number (FEIN).

**2. Name of corporation:**

Must match name on record with Secretary of State.

**3. Name and mailing address of each officer:**

Do not leave blank. If additional space is needed please provide an attachment.

Name			
Mailing Address			
City	State	Zip	Country
Name			
Mailing Address			
City	State	Zip	Country
Name			
Mailing Address			
City	State	Zip	Country

**4. Name and mailing address of the board of directors:**

Do not leave blank. If additional space is needed please provide an attachment.

Name			
Mailing Address			
City	State	Zip	Country
Name			
Mailing Address			
City	State	Zip	Country
Name			
Mailing Address			
City	State	Zip	Country

**5. Effective date:**

A future effective date must be within 90 days of filing date

<input type="checkbox"/> Upon filing	<input type="checkbox"/> Future effective date:	Month	Day	Year
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**6. Dissolution of the corporation is authorized in accordance with K.S.A. 17-6804.**

**7. I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct, and that I have remitted the required fee.**

Signature of Authorized Officer	Month	Day	Year
X			
Name of Signer (Printed or Typed)			