

NR
52-01

KANSAS SECRETARY OF STATE
Temporary Reservation of
Business Entity Name
Instructions

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.

Kansas Office of the Secretary of State:

Memorial Hall, 1st Floor (785) 296-4564
120 S.W. 10th Avenue kssos@sos.ks.gov
Topeka, KS 66612-1594 www.sos.ks.gov

<input type="checkbox"/> Filing fee	The filing fee for this form is \$35 .
<input type="checkbox"/> Payment	<p>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.</p> <p>Visa, MasterCard, Discover, and American Express are accepted. To use a credit card, please provide the following information:</p> <p>Credit card number _____</p> <p>Billing zip code _____ Expiration date _____</p> <p>NOTICE: There is a \$25 service fee for all returned checks.</p>
<input type="checkbox"/> Daytime phone and contact person	_____
<input type="checkbox"/> Fax filing available	<p>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.</p> <p>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.</p> <p>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.</p>
<input type="checkbox"/> Reservation	The name reservation is effective for 120 days. This is not a name registration. It is a method to temporarily reserve an entity name until your are ready to file a formation document for the entity.
<input type="checkbox"/> Renewal	Name reservations may not be renewed. If a reservation is submitted prior to the expiration of a current name reservation, the new reservation will be rejected.
<input type="checkbox"/> Transfer right	The original applicant may transfer the right to a reserved name by filing a written notice of such transfer. The notice should include the name and address of the transferee (new applicant).

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THIS SPACE FOR OFFICE USE ONLY.

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1. The undersigned reserves the following entity name

Entity name to be reserved

2. Name of applicant

3. Address of the applicant

Address

City

State

Zip Code

Country

Signature of Applicant

X

Month

Day

Year

Name of Signer (Printed or Typed)

Title

Phone Number