

INSTRUCTIONS FOR FILING
ARTICLES OF ORGANIZATIONSUBMIT 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.

How to complete the Articles of Organization for a domestic (Kansas) Professional Limited Liability Company (LLC):

Before proceeding, pursuant to K.S.A. 17-2709, an original certificate that was issued by a Kansas regulatory board must be provided for each professional service to be practiced by a member/manager of the professional LLC with the articles of organization. An original certificate will indicate who the members/managers are that are licensed to practice that professional service under the professional LLC and will indicate that the business entity name was approved by the board. **A copy of a license can't be used in lieu of the original certificate.**

K.S.A. 17-2707 identifies what services may be rendered by a member/manager for a professional LLC.

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

1. Provide the name of the professional LLC. All domestic professional LLCs must contain a word of formation. Pursuant to K.S.A. 17-7920, that word must be one of the following in English or in any other language if they are written in Roman characters:

L.L.C., L.C., LLC, LC, LIMITED LIABILITY COMPANY, or LIMITED COMPANY.

PLLC is not allowed.

Check to see if the name of the covered business entity is in use by any other business entity 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 Written Consent to Use of Similar Business Name or a letter advertising 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 Written 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.

2. Provide the name of the resident agent.

Resident agent: This is either an individual or a business entity registered in Kansas (may be the business entity the articles of organization are for) who will receive any legal documents (e.g., subpoenas, court orders, summons, etc.) for the business entity named in section 1. If the resident agent is a business entity, search for the legal name of the business at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.

3. 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.

4. Provide the corporation's purpose statement. This statement is a general indication as to the nature of business of the business entity. This must indicate each of the professional services that will be rendered by the members/managers of the professional LLC and must match to the professional service(s) named within the original certificate provided.

5. An authorized person on behalf of the business entity must sign.

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KANSAS SECRETARY OF STATE
**Articles of Organization
Domestic (Kansas) Professional
Limited Liability Company**

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Fee Schedule

Articles of Organization

The filing fee for the articles of organization is as follows:

Paper Articles of Organization:..... \$165

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 articles of organization are completed, a certified copy of the articles of organization will be mailed to the address of the sender.

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KANSAS SECRETARY OF STATE
Articles of Organization
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COVER PAGE
ARTICLES OF ORGANIZATION

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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KANSAS SECRETARY OF STATE
**Articles of Organization
Domestic (Kansas) Professional
Limited Liability Company**



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

**This form must be accompanied by the correct filing fee or the document will not be accepted for filing.
(See instructions for details.)**

This application must be accompanied by a certificate from the licensing body of the profession involved stated that each of the members is duly licensed to practice that profession and that the proposed company name has been approved.

1. Name of limited liability company (LLC):

Include word of formation. See instructions for allowed words.

2. Name of resident agent:

Must be an individual, the business entity named in section 1, or an entity already registered with our office. **Do not leave blank.**

3. 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

Zip

KS

4. Nature of LLC's business or purpose:

Must include the professional service to be practiced through the professional LLC.

The LLC is organized to exercise powers of a professional association or professional corporation.

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

(The signature of one or more authorized persons to form the limited liability company is required.)

Signature of Authorized Person

X

Signature of Authorized Person

X