

**Can't file your annual report online? You may need to reinstate your business entity.**

- Reinstatement is required if a business entity is forfeited for failure to file annual reports.
- Reinstatements cannot be submitted online. Reinstatements must be submitted via mail or fax.
- Follow the steps below to reinstate:
  
- Determine the number of annual reports the business entity needs to submit. Do this by going to: <https://www.kansas.gov/bess/flow/main?execution=e1s1>
  - Select "Business Entity Database".
  - Search for the business by "Business Entity Name or "Business Entity ID Number"
  - When you have located the business, select "View Record"
  - Near the bottom of the first column is the Last Annual Report on File.
  
- To reinstate the business, an annual report will need to be filed for each year since the last year on file through 2020, along with a reinstatement form. For example, if the last year on file is 2017, an annual report and fee is due for each of the following years: 2018, 2019, and 2020. Print the annual report forms from the Secretary of State's website: [sos.ks.gov](http://sos.ks.gov) under "Business Services, Business Services Forms" at the top of the page.

- Use the following annual report form based on business entity type. These cannot be FILED NOW with a reinstatement.

For-profit Corporation	Click letters AR
Not-for-profit Corporation	Click letters NP
Limited Liability Corporation (LLC)	Click letters LC
Limited Liability Partnership (LLP)	Click letters LLP
Limited Partnership (LP)	Click letters LP

- In addition to past due annual reports, a reinstatement form and fee are required. Print the reinstatement form from the Secretary of State's website: [sos.ks.gov](http://sos.ks.gov) under "Business Services, Business Services Forms" at the top of the page.

- Use the following reinstatement form based on business entity type:

For-profit Corporation	Click letters RR
Not-for-profit Corporation	Click letters RN
Limited Liability Corporation (LLC)	Click letters RC
Limited Liability Partnership (LLP)	Click letters RLP
Limited Partnership (LP)	Click letters RL

**To Submit a Reinstatement:** A complete reinstatement package includes:

- All annual reports and fees
- Reinstatement form and fees

**Mail to:**

Kansas Secretary of State  
Memorial Hall, 1st Floor  
120 SW 10th Avenue  
Topeka, KS 66612-1594

**Fax to:**

785-296-4570. Please note: a \$20 fax fee applies. Payment must be made with a credit card.

If the reinstatement package is correct, the office will process the reinstatement within 1-2 days of receipt. The office will contact you only if there is a problem with the reinstatement forms. Check the status of a reinstatement by viewing the record of the business under the business entity search at:

<https://www.kansas.gov/bess/flow/main?execution=e1s1>