

**DS**

KANSAS SECRETARY OF STATE  
**Certificate of Dissolution**  
**Domestic (Kansas) Corporation**

## INSTRUCTIONS FOR FILING CERTIFICATE OF DISSOLUTION

**SUBMIT 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 Certificate of Dissolution for a Domestic (Kansas) Corporation:**

Before proceeding, the business's status must be either in good standing or showing as registered. Businesses in a forfeited status must first reinstate to file a dissolution. Check the status of the business online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>. More information on reinstating can be found online at <https://www.sos.ks.gov/businesses/reinstate-a-business.html>.

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

1. List the business's ID number issued by the Kansas Secretary of State (This is not a tax ID number). ID numbers may be found online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal business name, including words of formation (e.g., Inc., Corp., etc.)
3. Provide the date the dissolution was authorized. This must be a complete date that includes month, day, and year. This must be today's date or earlier.
4. Each name of the officers of the corporation must be listed along with an address where they may be regularly located.
5. Provide each name of the directors/governing body of the corporation along with the address where they may be regularly located. The directors/governing body may be omitted if the officers are the same individuals.
6. Select only one of the methods of dissolution by placing a check mark for either option.
7. An authorized person on behalf of the business must sign.

### **Fee Schedule**

#### **Certificate of Dissolution**

The filing fee for the certificate of dissolution is as follows:

For-profit corporation paper filing:..... \$35  
Not-for-profit corporation paper filing:..... \$20

#### **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 certificate of dissolution is completed, a certified copy of the certificate of dissolution will be mailed to the address of the sender.

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**COVER PAGE  
CERTIFICATE OF DISSOLUTION**

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

(785) 296-4564  
kssos@ks.gov  
<https://sos.ks.gov>

**Note: The status of the business must be either in good standing or registered. Businesses in a forfeited status must first reinstate before submitting this document. See instructions for details.**

**1. Business ID/file number:**

Kansas Secretary of State  
issued file number.

**2. Name of corporation:**

Must match name on record with  
the Kansas Secretary of State.

**3. Date the dissolution  
was authorized:**

Month	Day	Year
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**This must be today's date or earlier.**

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

Name

Mailing Address

City

State

Zip Code

Country

Name

Mailing Address

City

State

Zip Code

Country

Name

Mailing Address

City

State

Zip Code

Country

Name

Mailing Address

City

State

Zip Code

Country

**Do not leave blank.**

If additional space is needed  
please provide an attachment.

**5. Name and address of the board of directors/ governing body:**

Leave this question blank if the directors and officers are the same.

If additional space is needed please provide an attachment.

Name			
Address			
City	State	Zip Code	Country
Name			
Address			
City	State	Zip Code	Country
Name			
Address			
City	State	Zip Code	Country
Name			
Address			
City	State	Zip Code	Country

**6. Indicate the method of dissolution by the corporation (Select only one):**

- ☐ The dissolution has been authorized by the adoption of a resolution by the board of directors/governing body to dissolve the corporation and by a majority vote to approve the resolution at a meeting of the stockholders/members of the corporation entitled to vote for such dissolution, in accordance with K.S.A. 17-6804(a) and (b).

**OR**

- ☐ The dissolution has been authorized by written consent of all stockholders/members of the corporation entitled to vote on the dissolution, in accordance with K.S.A. 17-6804(c).

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

Signature of Authorized Person	Name of Signer (Printed or Typed)
X	