

**COR**

KANSAS SECRETARY OF STATE  
**Corrected Document**  
**All Business Types**

## INSTRUCTIONS FOR FILING CORRECTED DOCUMENT

**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.***

The corrected document may be used to correct specific information within the business's formation document or application. Multiple corrections may be listed on this document (e.g., business name corrected, correction to the resident agent or registered office, purpose statement correction, etc.)

**Note:** Information reports can not be corrected by submitting a corrected document. Only a Certificate of Correction may be filed.

### **How to complete the Corrected Document for any business:**

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 at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal business name, including words of formation (e.g., LLC, LLP, Corp., etc.)

**Note:** The responses to sections 3a, 3b, and 3c require specific information contained within documents filed with the Kansas Secretary of State. The documents can be found at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.

- 3a. The legal name of the document must be provided. This legal name appears at the top of most documents (e.g., "Foreign Application," "Certificate of Amendment," etc.)
- 3b. Provide the date the document named in section 3a was filed with the Kansas Secretary of State. This date appears at the top of most documents filed.
- 3c. Provide the erroneous information that is contained within the document named in section 3a. This must identify the specific information that is incorrect (e.g., "the name of the business is incorrect.")
4. Submit this form with a new document that contains the corrections to the inaccuracies named in section 3c. This document can not be a document that has already been filed.
5. An authorized person on behalf of the business must sign.

### **Fee Schedule**

#### **Corrected Document**

The filing fee for the Corrected Document is as follows:

Review the Fee Schedule in the attached document's instructions for the filing fee. That document's filing fee is the Corrected Document's filing fee.

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

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**COVER PAGE  
ARTICLES OF INCORPORATION**

*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>

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

Kansas Secretary of State  
issued file number.

**2. Name of business:**

Must match name on record with  
the Secretary of State.

**3a. Provided the title of the  
document that is to be  
corrected:****3b. Date the document is  
section 3a was filed:**

Month

Day

Year

The date provided appears within the file stamp applied  
by the Kansas Secretary of State at the top of the original  
document.

**3c. Provide the details of  
the inaccuracy within  
the document named in  
section 3a:****4. Attach the new document that contains the correction in section 3c.****5. 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

X