

**MA**  
53-41

KANSAS SECRETARY OF STATE  
**Business Entity Mailing  
Address Update  
Instructions**

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

(785) 296-4564  
Fax: (785) 296-4570  
kssos@ks.gov  
www.sos.ks.gov

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.

**Filing fee**

No filing fee is required to submit this document. You may mail this form to the address above, fax to (785) 296-4570, or email to kssos@ks.gov

**Registered office**

Please note this will **not** change your registered office address currently on file. To update your registered office, visit [www.sos.ks.gov](http://www.sos.ks.gov) to file the registered office change electronically or obtain a paper form.

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THIS SPACE FOR OFFICE USE ONLY.

**Instructions: All information must be completed or this document will not be accepted for filing.**

**1. Business entity ID number**

This is not the Federal Employer ID Number (FEIN)

**2. Name of business entity**

Name must match the name on record with the Secretary of State's office

**3. New mailing address**

Address will be used to send official mail from the Secretary of State's Office.

Attention Name

Address

City

State

Zip

Country

Signature of Authorized Person

Name of Signer (printed or typed)

Title of Signer

Phone Number