

How to Form an LLC in Kansas Yourself (2026 Costs and Steps)

A free step-by-step guide from BusinessOwner.com. State information verified from official sources on September 15, 2026.

Quick answer

The total state cost to file online is \$85. You can file the Articles of Organization with the Kansas Secretary of State, Business Services Division at [file online with the Secretary of State](#). Processing happens within minutes for online filings, and the certified copy can be printed without delay.

Step 1: Check that your LLC name is available

Search the Kansas Secretary of State's business name records before filing to ensure your desired name is available.

Step 2: Choose a registered agent

You may act as your own registered agent if you meet the requirements, or choose another eligible party. Kansas calls this role a resident agent. The agent must be an individual, the business itself, or a business registered with the SOS. The registered office must be a Kansas street, rural route, or highway address where the agent may be regularly present; a PO box is not allowed.

Step 3: File your Articles of Organization - General LLC (Form DL)

Submit Form DL to the Secretary of State. The filing fee is \$85 if you file online and \$90 if you file by mail. You can find the form and instructions at https://sos.ks.gov/forms/business_services/DL.pdf.

Step 4: Create an operating agreement

Create an operating agreement to outline how your LLC will operate. This document typically covers ownership percentages, member roles and responsibilities, voting procedures, and what happens if a member leaves the company.

Step 5: Get your EIN from the IRS

Get your Employer Identification Number from the IRS. This service is free. You can apply at <https://www.irs.gov/ein>.

Step 6: Keep your LLC in good standing

File a Business Entity Information Report every 2 years. The fee is \$90 if filed online and \$110 if filed by paper (which includes the statutory \$80 plus regulatory fees). The report is due by April 15 of each even year if you formed your LLC in an even year, or each odd year if you formed it in an odd year. A three-month delinquency period follows the due date, after which the LLC forfeits. You must also keep your resident agent and registered office information current.

Frequently asked questions

How much does it cost to file the annual report?

The Business Entity Information Report costs \$90 if filed online and \$110 if filed by paper.

When is the annual report due?

The report is due by April 15 of each even year if formed in an even year, or each odd year if formed in an odd year.

What happens if I miss the annual report deadline?

A three-month delinquency period follows the due date. After that period expires, the LLC forfeits.

Can I file my initial report online?

Kansas does not require a separate initial report. The SOS lists only the recurring biennial information report and keeping agent/office information current as requirements after formation.

Is there a publication requirement in Kansas?

No. The SOS states it has only two requirements for registered entities after formation: keep resident agent/registered office current and file the information report. No newspaper publication requirement appears on the Register a Business page or in the Articles of Organization instructions.

Want us to file it for you? \$249 plus state fees.

Want the whole business set up? Book a call with BusinessOwner.com.

Sources

Official sources, last verified September 15, 2026:

- [Kansas Secretary of State | Businesses | Register a Business](https://sos.ks.gov/businesses/register-a-business.html)
<https://sos.ks.gov/businesses/register-a-business.html>
- [sos.ks.gov: DL.pdf](https://sos.ks.gov/forms/business_services/DL.pdf)
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- [Kansas Secretary of State | Businesses | Information Reports](https://sos.ks.gov/businesses/information-reports.html)
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- [Kansas Statutes](https://www.kslegislature.gov/li/b2025_26/statute/017_000_0000_chapter/017_076_0000_article/017_076_0139_section/017_076_0139_k/)
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- [Issue 07 - 02-12-2026 | Kansas Secretary of State | Permanent Administrative Regulations - 53865](https://sos.ks.gov/publications/Register/Volume-45/Issues/Issue-07/02-12-26-53865.html)
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- [Kansas Secretary of State | Media | 2026 Press Release | Secretary of State Reduces Fees for Kansans](https://sos.ks.gov/media/press-releases/2026/05-26-26-secretary-of-state-reduces-fees-for-kansans.html)
<https://sos.ks.gov/media/press-releases/2026/05-26-26-secretary-of-state-reduces-fees-for-kansans.html>
- [IRS: Get an employer identification number](https://www.irs.gov/ein)
<https://www.irs.gov/ein>

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