

Stay Up-to-Date with the Secretary of State

Nonprofit and charitable organizations need to register and stay up-to-date with the Office of the Secretary of State.

- 1 Check which type of organization you are.
- 2 Note your key dates.
- 3 Put those dates onto your organizational calendar.

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Nonprofit Corporation

What is it: A private corporation for which no part of the income is distributable to its members, directors or officers. It is formed to benefit the public, a specific group of people, or the membership of the nonprofit.

Examples: Labor union, chamber of commerce, social clubs, business leagues.

Annual Requirements:

- What:** Annual Report
- When:** Last day of organization's incorporation month. A reminder will be sent to the registered agent at least 30 days prior to required filing date.
- Cost:** \$10

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Your incorporation date: _____
Your annual report filing date: _____
For example, an incorporation date of March 3, 2002 would have an annual report filing date of March 31, 2015. File online!

More information:

<http://www.sos.wa.gov/corps/NonprofitCorporations.aspx>

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ADD TO CALENDAR

...and don't forget to update address changes if you move or change contact person.

Nonprofit and Charitable Organization

★ *60% of charitable organizations are also nonprofit corporations.*

★ *They include many of the organizations we know providing direct service, supporting the arts, or advocating for causes.*

★ *They follow both sets of requirements to be in compliance with the Secretary of State.*

Charitable Organization

or individuals soliciting on behalf of organizations

What is it: An entity that solicits or collects contributions from the general public in Washington to be used to support a charitable purpose. May or may not be a corporate structure.

In Washington, includes organizations that:

- Raise at least \$50,000 annually in Washington; **OR**
- Pay anyone to carry out the activities of the organization.

Examples: Education, health, social service, religious, cultural, and scientific organizations. **Examples that are NOT necessarily nonprofit corporations:** Individual fundraisers, out of state organizations, foreign corporations, some associations. Churches may register but are not required.

Annual Requirements:

- What:** Annual Renewal
- When:** No later than the last business day of the eleventh month after the end of the organization's accounting year. Earlier reporting welcome!
<http://www.sos.wa.gov/charities/WanttoRenewYourCharitiesRegistrationEarly.aspx>
- Cost:** \$40

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Your budget year end: _____
Your charities filing date: _____
For example, an accounting year end of February 28, 2014 would have an annual renewal filing date of January 31, 2015.

More information:

<http://www.sos.wa.gov/charities/SelfAssessmentGuide.aspx>
<http://www.sos.wa.gov/charities/AllForms.aspx>

Developed by:



Tom Wyman