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.

[Diagram: 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

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:

[Diagram: 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.

[Diagram: 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

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/AllForms.aspx

ADD TO CALENDAR
...and don’t forget to update address changes if you move or change contact person.