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Web Address: [www.sos.wa.gov/charities](http://www.sos.wa.gov/charities)

## Disclosure Requirements

Organizations required to register with the Charities Program must also disclose certain information with each request for a contribution.

The type of disclosure required will depend on how the request is made and who is making the request. In addition, the disclosure must be obvious, clear and made with each request for a contribution. The following disclosures are required by entities that fundraise in Washington State, unless noted otherwise.

### General Requirements

- The name of the person making the request; and
- The charitable organization and the city of its principal place of business; and
- The published number and web site of the Secretary of State's office, if requested, for the donor to obtain additional financial or other information on file with the secretary at 1-800-332-4483 [www.sos.wa.gov/charities](http://www.sos.wa.gov/charities)  
*(This disclosure is not mandatory by organizations that are not required to register with the Charities Program.)*

### Commercial Fundraisers

Commercial fundraisers must also make the required disclosures with each request for a contribution. In addition to the general requirements above, a commercial fundraiser must also disclose:

- The name of the organization the commercial fundraiser is an agent or employee.

### Telephone Solicitations

Any entity fundraising by telephone must make the disclosures above before asking for a contribution. The required disclosures must also be provided in writing within five business days to anyone who makes a pledge by telephone to donate.

### Advertisement or Mass Distribution

Fundraising using posters, leaflets, automatic dialing machines, publication, audio or video broadcasts, postal or electronics, must disclose the following information in the material in a clear and obvious manner:

- The fundraising is conducted by a named commercial fundraiser, if it is;
- The required registration is on file with the Secretary of State's Charities Program; and  
*(This disclosure is not mandatory by entities that are not required to register with the Charities Program.)*
- The potential donor can obtain financial and other information at the Charities Program, 1-800-332-4483 or online at [www.sos.wa.gov/charities](http://www.sos.wa.gov/charities)  
*(This disclosure is not mandatory by entities that are not required to register with the Charities Program.)*

### Container or Vending Machine

A container or vending machine displaying a fundraising request must include the following disclosures in a clear and obvious manner:

- The name of the charitable organization for which funds are being raised;
- The name, business address, and telephone number of the individual, or any commercial fundraiser responsible for collecting funds placed in the containers or vending machines; and
- The following statement: "This charity is currently registered with the secretary's office under the Charitable Solicitation Act, registration number. . . ." *(This disclosure is not mandatory by entities that are not required to register with the Charities Program.)*