



Office of the Secretary of State
Corporations & Charities Division

PO Box 40234 • Olympia, WA

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Phone: 360-725-0378 • Web Address: www.sos.wa.gov/charities

Email Address: commercialfund@sos.wa.gov

This Box For Office Use Only

COMMERCIAL FUNDRAISER REGISTRATION/RENEWAL

Check all that apply

- Initial/Re-Registration \$300 Renewal \$225
- Late Fee/add additional \$50 Expedited Service \$50 (optional)

REGISTRATION NUMBER: (1-5 digits) _____

Need your registration number?
Search www.sos.wa.gov/charities/search.aspx

(Section 1)

GENERAL INFORMATION

Organization's Name _____

Mailing Address _____ Phone () _____

City _____ State _____ Zip Code _____

Email _____ Website _____

Check here if the organization prefers to receive annual renewal reminders via email (*Email address is required if checked*)

Check if Street and Mailing Address are the same (*only if Mailing Address is not a PO Box or PMB*) **and provide County below.**

Street Address _____

(If no street address, please indicate by providing County, City, State and Zip Code below)

City _____ State _____ Zip Code _____ County (WA only) _____

Alternate Address(s):

If the commercial fundraiser uses any other mailing, street, electronic or internet address(s) (*excluding those already listed in Section 1*) to conduct solicitations in Washington State, then you must enclose a list of the other address(s) used.

(Section 2) ORGANIZATIONAL STRUCTURE & FEDERAL EMPLOYER IDENTIFICATION NUMBER

(Check one)

- WA State Corporation Foreign Corporation (*Outside WA State*) _____ (*Provide State of formation*)
- Limited Liability Company Sole Proprietorship Other _____ (*describe*)

UBI AND FEIN NUMBERS ARE REQUIRED FOR ALL ENTITY TYPES

UBI Number # (*Nine digits*) _____ - _____ - _____ (*Required*)

Federal EIN/Tax ID # (*Nine digits*) _____ - _____ - _____ (*Required*)

(Section 3)

SURETY BOND

Has the organization submitted proof of a surety bond in the amount of \$25,000 to the Secretary of State? (*Check one*)

- Yes No (*If No, include proof of bonding with this form*)

A bond form is available at <http://www.sos.wa.gov/charities/AllForms.aspx>

(Section 4)

ALSO KNOWN AS NAMES

List all other name(s) the commercial fundraiser may use to solicit contributions (AKA's) if different than indicated in Section 1. Include acronyms, abbreviations, shortened names and DBAs, if any. Do not list charity clients, other commercial fundraisers or subcontractors as AKA's.

(Section 5 - Subcontractors) OTHER COMMERCIAL FUNDRAISER(S) UTILIZED

(Attach an additional sheet if needed)

Company Name of Subcontractor _____ Registration Number _____

Contact Person _____ Phone () _____

Address Line _____

City _____ State _____ Zip Code _____

Has the subcontractor registered and bonded separately? Yes No *(Check one)*

Attach a list of charitable organizations for which the subcontractor provides services and the term beginning and ending dates associated with each campaign.

(Section 6)

NEW ENTITIES OR FIRST TIME FILERS ONLY

If organization is new, provide year end date of the first accounting year during which solicitations will be conducted in Washington. _____ / _____ / _____ Proceed to Section 8.
Month Day Year

(Section 7)

SOLICITATION REPORT FOR PRECEDING, COMPLETED ACCOUNTING YEAR

(REQUIRED) Complete this section, regardless of whether or not the organization has custody of the funds raised or the financial data requested

Beginning Date of Last Completed Accounting Year *(mm/dd/yyyy)* _____

Ending Date of Last Completed Accounting Year *(mm/dd/yyyy)* _____

1. Total dollar value of contributions received, either by the commercial fundraiser or the charities, as a result of services provided *(Gross Receipts / Regardless of Possession)* \$ _____
2. Total dollar amount of funds, either retained by or returned to, the charities for which services were provided *(Net to charity)* \$ _____

Solicitation Comments (OPTIONAL) *(If necessary, attach an additional sheet)*

TYPES OF FUNDRAISING SERVICES CONDUCTED & OTHER STATES

Did the organization solicit or receive contributions in WA during the accounting year reported in Section 7? (Check one)

Yes No If Yes, indicate types of solicitations conducted (Check all that apply)

Entertainment/Special Events Telephone Direct Mail Product Sale Personal Contact Email

Vehicle Donations Internet Combined Fund Drive Other _____

States List:

Is the organization registered to fundraise outside of Washington State? If so, please attach a list of states where the organization is registered to solicit contributions.

(Section 8) OWNERS, OFFICERS AND PERSONS RESPONSIBLE FOR FUNDRAISING ACTIVITIES IN WASHINGTON & LEGAL ACTIONS

(Note: Identify and check at least one person responsible for the organization's fundraising activities in WA below)

1. Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Check if responsible for fundraising activities in Washington Phone () _____

2. Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Check if responsible for fundraising activities in Washington Phone () _____

(If necessary, attach an additional sheet)

Legal Actions:

Has the commercial fundraiser or any individual in its registration been subject to any legal action in which a judgment or final order was entered, or action is currently pending? If so, please attach a list of legal actions, including the court or other forum, case number, title of legal action, and date of each action.

"Legal Actions" include any administrative or judicial proceedings alleging that the entity has failed to comply with these rules, chapter 19.09 RCW, or state or Federal laws pertaining to taxation, revenue, charitable solicitation, or record-keeping, whether such action has been instituted by a public agency or a private person or entity.

(Section 9) THREE CURRENT OFFICERS OR EMPLOYEES OF THE ORGANIZATION RECEIVING THE GREATEST COMPENSATION

Name _____

Name _____

Name _____

Does the organization pay any other person(s) besides officers or employees? (Check one) Yes No

Is the other person paid to solicit or receive contributions in WA on the organization's behalf? (Check one) Yes No

