

WASHINGTON STATE SECRETARY OF STATE

Corporations Division
NON-PROFIT CORPORATIONS
101

OCTOBER 30, 2008

FILING NON-PROFIT

- **Online filing available at www.secstate.wa.gov**
 - Online filing available 24 hrs 7 days per week
- **Downloadable forms are also available at www.secstate.wa.gov**
- **Corporation records are public information**
- **File Articles of Incorporation with:**
The Office of The Secretary of State
 - Filing Fee - \$30.00 (Expedite Service Additional \$20)

FILING (Continued)

- **Filing Requirements:**

- Name – Cannot include a for profit corporation ending, i.e. Incorporated, Corporation, etc
- Term of Existence – Can be perpetual or you can give a specific number of years
- Purpose – Explain what the non-profit will be doing
- Dissolution – In the event of dissolution what will happen to the net assets.
- Registered Agent – Must have a registered agent with a physical address in Washington State
(can be anyone 18 years or older)
- Name and address of Board of Directors
- Name, address and signature of each Incorporator

NOTE: Our forms (paper or online) meet the minimum requirements and must be completed in their entirety. If not your application may be rejected

KEEPING YOUR CORPORATION ACTIVE

- File Annual Report on anniversary – anniversary month is month of initial incorporation
 - Report mailed from Office of Secretary of State's one month prior to due date
 - Any changes to registered agent address – contact the Office of the Secretary of State for change form (registered agent address CAN NOT be changed through the postal office)

ANNUAL REPORT

- Consists of names and addresses of all Officers and Directors
- Principal place of business
- Describe corporation activities
- Signature of one of the Officers listed
- Filing fee - \$10.00

Note: *If registered agent or agent's address change, complete registered agent change section along with new agent signature.*

RESOURCES AND CONTACT INFORMATION

- Office of Secretary of State
Corporations Division (360) 725-0377
www.secstate.wa.gov/corps
- Charities Division (360) 725-0378
www.secstate.wa.gov/charities
- 501C Status with IRS – See
www.irs.gov/charities/index.html
- How to Form and Maintain a Non-Profit Corp
(King County Bar Association)
www.kcba.org/publications/index.aspx