STATE OF WASHINGTON
SECRETARY OF STATE

Charities Program • PO Box 40234 • Olympia, WA 98504-0234
Phone: 360-725-0378 • Web Address: www.sos.wa.gov/charities
Email Address: commercialfund@sos.wa.gov

FUNDRAISING SERVICE CONTRACT REGISTRATION FORM

This Box For Office Use Only

Fee: ☐ **$20** **Due: Before campaign commencement**

☐ **Expedited Service $50** *(optional)* **($70 Total)**

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

FUNDRAISING SERVICE CONTRACT REGISTRATION

CHARITABLE ORGANIZATION GENERAL INFORMATION (*Section 1)*

Charitable Organization's Name _____

Charitable Organization's Registration Number _____ Phone ( ) _____

Charitable Organization's Mailing Address _____

City_____ State _____ Zip Code _____ Email _____

Charitable Organization's Federal EIN/Tax ID # *(Nine digits)* _____-_____

COMMERCIAL FUNDRAISER REPRESENTATIVE RESPONSIBLE FOR FUNDRAISING IN WA (*Section 2)*

Individual's Name _____

The individual listed does not need to be physically located in WA, but should be an owner, officer or employee of the commercial fundraiser (not a subcontractor).

TYPES OF SERVICES TO BE PROVIDED BY COMMERCIAL FUNDRAISER (*Section 3)* *Check all that apply*

☐ Entertainment/Special Events ☐ Telephone ☐ Direct Mail ☐ Product Sale ☐ Personal Contact ☐ Internet

☐ Vehicle/Boat Donations ☐ Newspaper/Magazine/Publication ☐ Advertisement/Coupon Books

☐ Email ☐ Other _____

COMMERCIAL FUNDRAISER GENERAL INFORMATION (*Section 4)*

Commercial Fundraiser's Name _____

Commercial Fundraiser's Registration Number _____ Phone ( ) _____

Commercial Fundraiser's Address Mailing _____

City_____ State _____ Zip Code _____ Email _____

Charities Registration Number _____

CONTRACT TERM DATES *(Section 5)*

Contract Term Begin Date _____ (mm/dd/yyyy) Contract Term End Date _____ (mm/dd/yyyy)

or ☐ Check if contract is perpetual with no end date

Date Services Will Begin _____ (mm/dd/yyyy) Date Services Will End _____ (mm/dd/yyyy)

If a contract contains an auto renewal provision extending its term for a specific length of time, please provide extended term end date above or check box indicating term end date is perpetual.

SUBCONTRACTORS UTILIZED IN CONDUCT OF SOLICITATION *(Section 6)*

Each subcontracting commercial fundraiser must independently register with the Secretary of State and obtain their own surety bond prior to conducting solicitations in Washington State. Attach an additional sheet if needed.

Subcontractor's Business Name _____

Contact Name _____ Subcontractor's Registration Number _____

Subcontractor's Address _____

City _____ State _____ Zip Code _____ Phone ( ) _____

Email _____

CONTRACT/AGREEMENT *(Section 7)*
(Required)

Enclose a copy of the signed, written contract/agreement between the charitable organization and commercial fundraiser.

SIGNATURE *(Section 8)*

By signing below, both the charitable organization and commercial fundraiser certify that the information provided is true, complete and accurate to the best of their knowledge.

X _____ _____ _____
Signature of commercial fundraiser's owner or principal officer **Printed Name / Title** **Date**

X _____ _____ _____
Signature of charity's President, Treasurer or comparable officer **Printed Name / Title** **Date**

ALL SUBMISSIONS ARE SUBJECT TO PUBLIC REVIEW

Make checks payable to: "*Secretary of State*"
Be sure to **sign page 2** before placing in the mail!
Send regular mail to: Secretary of State, Charities Program PO Box 40234 Olympia, WA 98504-0234
Send overnight/express mail to: Secretary of State, Charities Program 801 Capitol Way S. Olympia, WA 98501

Have questions? Instructions for this form are available at http://www.sos.wa.gov/charities/AllForms.aspx
For further assistance, contact the Charities Program at commercialfund@sos.wa.gov or call (360) 725-0378 during regular business hours.

IMPORTANT: Please retain this checklist for future reference.
DO NOT RETURN the checklist with the attached form.

CONTRACT COMPLIANCE CHECKLIST

In addition to a completed Fundraising Service Contract Registration Form, the Washington State Charitable Solicitations Act requires all written contracts to include the following provisions:

☐ Both parties are required to comply with the law;

☐ Permit officers of the charitable organization reasonable access to the commercial fundraiser's financial records relating to that charitable organization;

☐ Permit officers of the charitable organization reasonable access to the fundraiser's operations, including without limitation the right to be present during any telephone solicitation;

☐ Permits officers of the charitable organization reasonable access to the names of all of the fundraiser's employees or staff who are conducting fundraising or solicitations on its behalf;

☐ Specify the amount of raised funds that the charitable organization will receive or the method of computing that amount;

☐ Specify the amount of compensation of the commercial fundraiser or the method of computing that amount;

☐ Indicate whether the commercial fundraiser's compensation is fixed or contingent;

☐ Terms relating to the amount, or percentages of amounts, to inure to the charitable organization;

☐ Terms relating to limitations placed on the maximum amount to be raised by the fundraiser, if the amount to inure to the charitable organization is not stated as a percentage of the amount raised;

☐ Specify the costs of fundraising that will be the responsibility of the charitable organization, regardless of whether paid as a direct expense, deducted from the amounts disbursed, or otherwise;

☐ Specify the manner in which contributions received directly by the charitable organization, not the result of services provided by the commercial fundraiser, will be identified and used in computing the fee owed to the commercial fundraiser;

☐ Specify which party will maintain the donor list; and

☐ Identify by name any entity, other than the contracting commercial fundraiser, to which any of the total anticipated fundraising cost is to be paid (e.g. subcontractor) and indicate whether any principal officer or owner of the commercial fundraiser (or a relative by blood or marriage thereof) s an owner or officer of the entity.

NOTE: *Please review RCW 19.09.100 for disclosure requirements and the conditions applicable to solicitations.*