



this ISSUE

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2015 Service Organization Meeting

On March 19, the Corporations and Charities team met via webinar with Service Organizations . These service organizations include attorneys, accountants, registered agents and other companies that file documents on behalf of their clients.



Every year and periodically as needed we get together and discuss topics from our office, look for process improvements, and discuss challenges that can be addressed before and after our new filing system goes live.

Here are a few of the items covered in this years meeting:

- Expedite options available for Apostilles and certifications
- Legislative items of interest
- Entity conversions
- Changes at Business Licensing Service including the 2.5% credit card convenience fee, and changes to paper annual report notices
- Business identity theft
- 2014/2015 scam attempts including "annual meeting minutes" and "false UCC liens"
- The new filing system replacement progress, and
- General questions about services

It is our belief that working with our customers to identify and correct problems is the best solution for everyone. If you would like to be included in the next Service Organization meeting please email Patrick.reed@sos.wa.gov

the BUZZ

2015 quarterly statistics:

January 1—
March 31, 2015

New formations/
registrations:

17,444

Total active
business entities:

485,445

Annual reports filed:

50,838

Received mail:

20,699

Phone calls:

42,756

Average time to
answer calls:

**3 minutes 44
seconds**

HAPPENINGS

Charities and nonprofit Education

The Charitable Organization Education Program recently held a training seminar in Ellensburg for non-profit corporations and charities. 135 attendees from central Washington learned about their legal obligations as board members, best practices in board governance, how to comply with the Charities registration laws, and how to avoid being administratively dissolved by filing annual report and having a registered agent! In addition, our partner agencies, Department of Revenue and the Gambling Commission, also presented and helped the attendees understand other legal and administrative requirements needed for their organizations to operate within the law.

Visit www.sos.wa.gov/charities, or click here for

[Charities and Nonprofit training opportunities](#)

Program plans in 2015 include more visits to senior activity centers, more workshops, and coming soon – online educational and public service VIDEOS!

Heavy filings mean heavy workloads

On Saturday, March 28th, seventeen dedicated Corporations employees came into the office on their scheduled day off and filed 1164 documents, eliminating their existing backlog and reducing the number of processing days for regular filings by nine days!

Corporations is now operating well within their service standards of 12 business days, which is terrific considering March was a record breaking month with over 12,000 documents received in this area alone.



HIGHLIGHTS

New item - Amended annual report generator

In an effort to better serve our customers, we have developed and launched an automated form generator that customers may use when requesting amended annual report forms.



Previously, customers had to contact our office, we would manually generate the form based on the entity UBI number, then either mail or email the form to the customer for completion. This improvement will save time for the customer and provide more time for our staff to answer phone calls and file documents. We are working to add reinstatement requests to this automated service in the near future.

To generate an amended annual report visit the “Manage a Business” link on www.sos.wa.gov/corps, select your entity type, and choose amended annual report. You may then print the document, complete it, and send it to our office for filing.

This report is used when making changes to things like governing people or updating registered agents between the normal annual report filing period.

New system update

The Corporations and Charities Division continues progress toward its new filing system. It is our desire to deliver a live and publicly available system by the second quarter of 2016.

Here are a few of the step so far in the development of this system:

- External User Interface Design completed July 2014
- System Design and Architecture will conclude May 2015
- System Development to Begin July 2015

Tips & Tidbits

Business entity conversions:

Find a description, a coversheet, and reference links to the laws that apply to conversions

[Conversions—FAQ](#)

Department of Enterprise Services:

Learn about contracting with local and state governments through free training.

[DES latest news and events](#)

Quick corporations and charities look-ups?

There's an app for that:

[Apple lookup app](#)

[Android lookup app](#)

Follow us on Facebook:

[Corporations Division](#)

[Charities Program](#)

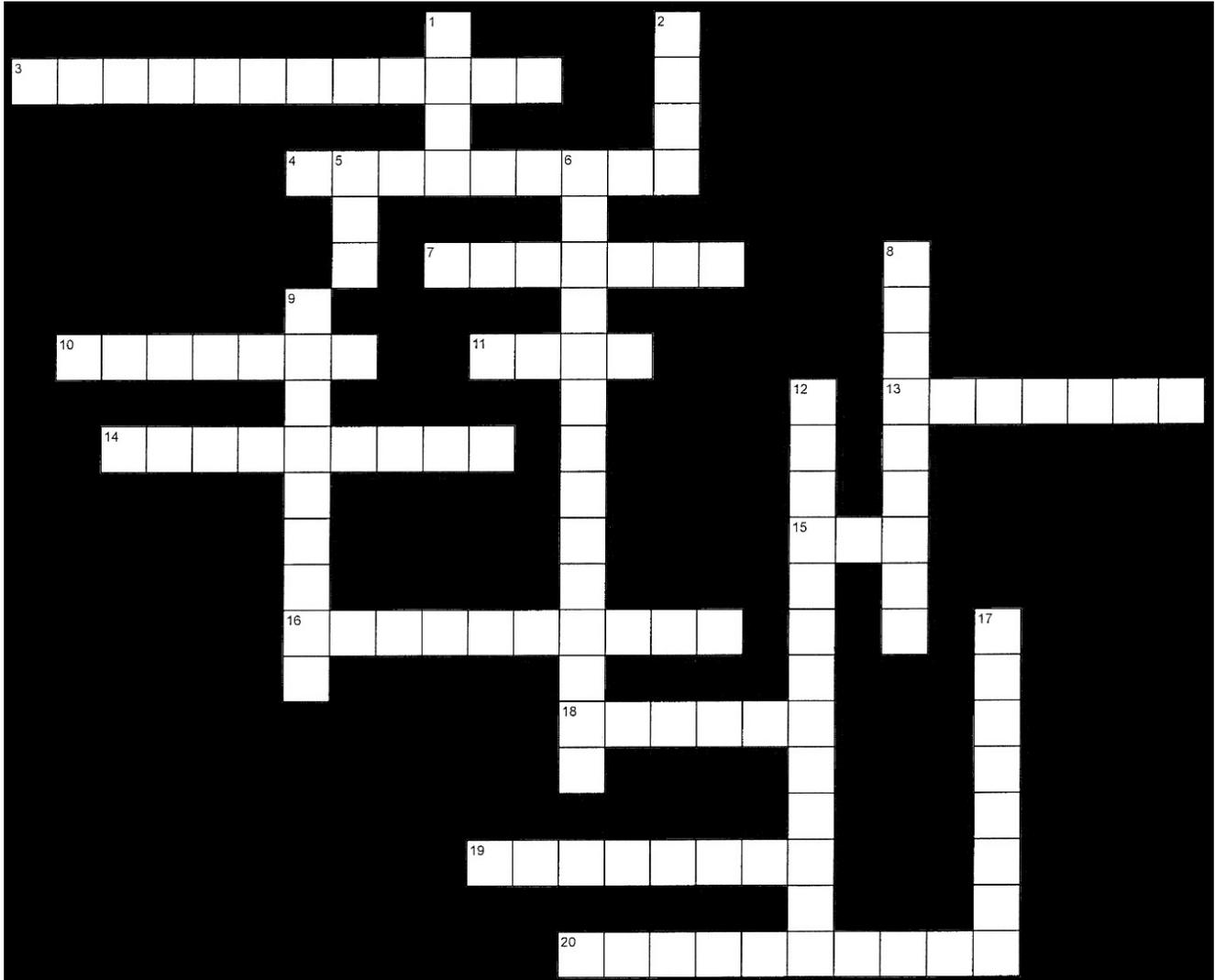
Suggestions for this newsletter? Please contact Patrick Reed :

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Crossword answers from 1st Quarter Dish:

1. Corporation, 2. Dolliver, 3. Confirmation, 4. Mail, 5. IRS, 6. Flags, 7. Faith based, 8. Members, 9. Change, 10. Wisely, 11. LLC, 12. Registered, 13. Apostille, 14. Liability

Corporations and Charities Division Crossword



Across

- 3. PART OF OUR DIVISION NAME
- 4. THIS NEWSLETTER COMES OUT THIS OFTEN ____
- 7. OUR LAST MEETING WITH SERVICE ORGANIZATIONS WAS A ____
- 10. YOU CAN NOW GENERATE AN AUTOMATED FORM FOR ____ ANNUAL REPORTS ONLINE
- 11. THE NAME OF THIS NEWSLETTER ____
- 13. ANOTHER STATE AGENCY THAT BUSINESSES DEAL WITH, THE DEPARTMENT OF ____
- 14. FOR OUR NEW SYSTEM, WE'VE COMPLETED THE DESIGN PHASE OF THE USER ____
- 15. TO USE SOME OF OUR ONLINE FEATURES, YOU NEED TO ENTER THIS NUMBER
- 16. SOME OF OUR KEY CUSTOMERS ARE ____ AGENTS
- 17. IN MARCH, WE RECEIVED OVER ____ THOUSAND BUSINESS ENTITY DOCUMENTS TO FILE
- 19. DISH FROM THE ____
- 20. WHERE A RECENT CHARITIES/NON-PROFIT TRAINING CLASS WAS CONDUCTED

Down

- 1. IN THE LAST QUARTER, WE ANSWERED PHONE CALLS, ON AVERAGE, IN UNDER ____ MINUTES
- 2. WE'RE LOOKING TO START DEVELOPMENT OF OUR NEW SYSTEM IN THIS MONTH ____
- 5. ONE OF THE NEW SCAMS OUT THERE IS FALSE ____ LIENS
- 6. OUR NEXT ONLINE GENERATED FORM COULD BE FOR ____
- 8. THE SECOND PART OF OUR DIVISION NAME ____
- 9. WE ARE THE ____ OF STATE
- 12. DURING THE 1ST QUARTER, WE HAD OVER 50K OF THESE FILED ____
- 17. WHEN WE PUT ON A CHARITIES/NON-PROFIT TRAINING EVENT, THE ____ COMMISSION SOMETIMES TRAINS ON THEIR RULES ALSO