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## REED CHOOSES CORPORATIONS FOR STATE'S HIGHEST CIVICS AWARD



### *KING 5 Television, Composite Solutions to receive Medallions*

Secretary of State Sam Reed has chosen a small Auburn materials company and a landmark Seattle TV station as the first two Washington businesses to ever receive the state's highest civics award.

KING 5 Television and Composite Solutions were selected from a statewide pool of nominees as winners of Reed's new Corporations for Communities program, which honors Washington businesses that make community a priority.

Reed will present the two corporations with National Association of Secretaries of State Medallion Awards at a reception

on November 4. This is the first time that this Medallion – an award that has long been given to applaud voter education efforts, civic engagement, or government service – is being awarded to a business.

Corporations for Communities was launched this summer by Reed; twice a year, he selects one small and one large corporation to recognize with Medallions.

The next cycle of award nominations is open from Feb. 1 to March 15, and winners will be announced in April 2010. More details about the nomination process can be found at [www.secstate.wa.gov/corps/corpsforcommunities](http://www.secstate.wa.gov/corps/corpsforcommunities)

## the BUZZ

### Traffic Report

The Corporations website gets nearly 5,000 visitors per day during the week and nearly 1,000 per day on the weekend.

### Technical Issues

Due to technical issues, all of our downloadable forms from our website must be printed and manually completed at this time. We are working on a solution to offer fillable forms again in the near future.

Thank you for your patience.

## of NOTE

An online store should be available soon to order and pay for your requests for items such as copies of your annual reports, certified copies and certificates of status.

If you have suggestions for other items that you would like to order online, please send us a note at [corps@secstate.wa.gov](mailto:corps@secstate.wa.gov).

We would like to make things as accessible as possible to help speed the process and meet your business needs.



### Complete Filings:

Be sure to double check your documents to be certain the following elements are included:

- All required signatures
- All required fields are complete
- All necessary attachments are included (Certificate of Status, list of additional members, incorporators, distribution of assets)
- Payment and/or expedite fees.

### Registered Agent Name and/or Address Changes:

You are now able to change your registered agent/registered office address when conducting an online renewal through the Department of Licensing.

You no longer need to file a separate Statement of Change. Any Statement of Change filed with the Secretary of State's Office after an online renewal will be charged the \$10 filing fee.

### Non Profit Organizations:

If your nonprofit organization is fundraising, or plans to fundraise from the public, it may also be required to register with the Charities Program of the Secretary of State.

Registration with the Charities Program is separate from and in addition to filings required under corporate law. Please visit our Charities Program website at [www.secstate.wa.gov/charities](http://www.secstate.wa.gov/charities) to review the registration requirements and registration forms.

## HELPFUL HINTS

*No matter what type of organization you are, here are some tips as you file paperwork with our office*

### Nonprofit Renewals Online:

We are working hard to have the online renewal process available for Nonprofit entities that will need to file a renewal by January 31, 2010.

The filing fee for the online renewals will not change; it will remain at \$10.00 (the same fee as is currently used for filing a paper renewal).

A postcard will be mailed to the Registered Agent of each entity approximately 45 days before the renewal is due.

The preferred method of filing an annual report will be online but paper renewals will be accepted.

### Charities Program Renewals:

On October 13, 2009, Charities Program mailed out renewal notices to 4,172 registered charitable organizations that are due to renew on or before November 30, 2009.

Peak renewal periods for charitable organizations are late May and late November and generate an unusually high volume of incoming documents and telephone calls which may, subsequently, result in processing delays.





**THE LATEST**

**Reminders:**

Effective July 26, 2009 all domestic and foreign LLP's are **required to designate a registered agent and registered office in Washington State** even if they have a principal office in the state. Previously, only LLP's that did not have a principal office in the state were required to designate a registered agent and registered office. Designation of a registered agent and registered office may be made by amendment to your Registration.

**Corporate Soles:**

**Q)** When will Corporate Sole's annual report be due?

**A)** On the anniversary month of the date of incorporation. This is the same as regular nonprofit corporations. A post card will be mailed to the principal place of business 30 days prior to expiration date. Letters to Corp. Soles have been mailed advising of this requirement beginning January, 2010.

**Q)** Do Corp Soles have to have a Washington registered agent?

**A)** No, but as of July 26, 2009 all Corp. Soles must provide the name and address of the bishop, overseer, or presiding elder of the corporation sole on their annual report.

**Q)** What will the annual report filing fee be for a Corp. Sole?

**A)** Filing fee will be \$10.00

**Data Comparison:**

The Secretary of State's Corporation and Charities Division is in the process of conducting electronic comparison of records with the Department of Revenue (DOR). The goal is to determine entities that are currently registered with DOR and conducting business but are not registered with the Secretary of State's Office (OSOS). Following the comparison of the data informational letters will be mailed to those who do not appear to be registered with the OSOS, but may need to be.

**Nonprofit Training:**

The Charities Program and Corporations Division is teaming up with Department of Revenue to offer monthly training for non-profits December 2009 through March 2010.

Training will focus on the agencies' new filing requirements. Be sure to check our website at [www.secstate.wa.gov](http://www.secstate.wa.gov) for dates, locations and times.

**Watch out for charity scams!!**

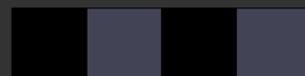
Don't whip out your checkbook to donate to charities without first checking out who you are giving money to.

Many want to lend a hand during times of tragedy or disaster, however there are those who also want to profit from other's bad fortune.

Our Charities Program wants you to steer clear of fraudulent charities by asking:

- Is the charity or fund raiser registered with the state of Washington?
- What is the name, address and telephone number of the organization asking for the donation?
- Exactly how will the donation be used?
- What percentage of the contribution will actually be spent on the charitable purpose?

Visit [www.secstate.wa.gov](http://www.secstate.wa.gov) and click on "Charities" for more information.



**Need Assistance?**

Corporations information line is (360) 725-0377 or you can send an inquiry, suggestion or comment to our general e-mail: [corps@secstate.wa.gov](mailto:corps@secstate.wa.gov)

*fact of the* **QUARTER**

Washington State  
Digital Archives news  
[www.digitalarchives.wa.gov](http://www.digitalarchives.wa.gov)

**Total Records Preserved Online:  
84,718,387**

**Total Records Searchable Online:  
67,726,451**





## NEW RULES COMING YOUR WAY

### *Rule changes being proposed for Corporations Division*

The Division is in the process of writing new rules (Washington Administrative Code) and updating old ones. Watch our website [www.sos.wa.gov/corps](http://www.sos.wa.gov/corps) for a new section where the progress of rules, public hearings, and other public notices may be followed. Currently we are working on::

#### **WSR 09-16-016—Charities Program WAC 434-120**

Rule hearing took place on October 27, 2009. Changes include clarifying the tiered financial requirement filing that goes into effect January 1, 2010; also definitions of “annual gross revenue” and “review” as they pertain to these filings.

**WSR 09-20-021—Preproposal for updating rules for International Student Exchange Program WAC 434-166 (general updates).**

**WSR 09-20-022—Preproposal for updating rules for Trademarks (WAC434-12 (general updates )**

**WSR 09-20-042—Preproposal for rules implementing Uniform Limited Partnership Act, passed in 2009.**

Copies of the filings are currently available at the Code Reviser’s site, [www.leg.wa.gov/CodeReviser](http://www.leg.wa.gov/CodeReviser)

VISIT US ONLINE FOR MORE INFORMATION AT [WWW.SECSTATE.WA.GOV](http://WWW.SECSTATE.WA.GOV)



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