

INSTRUCTIONS – AMENDMENT (Commercial Fundraiser)

IMPORTANT NOTE: The Amendment form should only be used for the following reasons:

- 1) To report changes to registration or financial information that has already been filed;
- 2) To report a change of accounting year and/or provide financial information for a short accounting year following a change of accounting year
- 3) To request that registration be closed and/or provide a Final (financial) Report following registration closure

Do not submit the Amendment form in lieu of a Commercial Fundraiser Registration / Renewal form.

General Instructions: Complete the entire form or type “N/A” if not applicable and check boxes where indicated. Incomplete forms will not be accepted. Do not staple or bind form or its attachments. Please clearly label all attachments with the Section number to which they correspond. Unless otherwise specified, all questions should be answered in the present tense, with current information.

Page 1: Check the box indicating the reason(s) for submission. Enter the organization’s 1-5 digit registration number on the line provided on page 1 and the line located in the upper left corner of page 2. Your registration number can be obtained by conducting an online search at <http://www.sos.wa.gov/charities/search.aspx>

Check the **Expedited Service** box to request priority processing within two working days of receipt (or as soon thereafter as possible); an additional non-refundable \$50 fee applies.

Section 1: Enter the full name of the organization on the line provided. If reporting a name change, provide the organization’s former name on the line indicated.

Section 2: Describe the registration and/or financial information that changed on the lines provided. Your description should state what changes to the organization’s registration information (e.g. organization name, mailing or street address, telephone number, etc.) or financial information are needed. Be specific.

If reporting a change of accounting year, check the “Yes” box, provide the organization new accounting year end date and the effective date of the change. The organization may use Section 4 of this form to report financial information for its short (transition) accounting year; if so, proceed to Section 4.

Section 3: Indicate if the organization wishes to voluntarily close its registration by checking one of the boxes. If Yes is checked, select the reason why the registration is not required and provide the effective date. Enter a mailing address in Section 2 where the Charities Program can mail a letter confirmation closure. If providing a Final (financial) Report following file closure, proceed to Section 4. If not, proceed to Section 5.

Section 4 – SOLICITATION REPORT:

Enter the full begin and end dates of the accounting year being reported on the lines provided (partial dates will not be accepted). Indicate if the financial data being reported is a Final Report following voluntary registration closure by checking the appropriate box. **Complete lines 1 and 2, regardless of whether or not the commercial fundraiser has custody of the funds raised.** Actual, gross figures are required; net figures or estimates will not be accepted. **Do not leave any lines blank** – enter zero if the organization does not have any financial information to report for a specific line item.

1. Enter the total dollar value of contributions received, either by the commercial fundraiser or the charitable organizations with which it contracts, as a result of the services provided.

This is the total amount of actual money raised (gross receipts), regardless of who has possession of the funds, and should include contributions received by any affiliates of, or entities retained by, the commercial fundraiser (e.g. subcontractors).

2. Enter the total dollar amount of funds, either retained by or returned to, the charitable organizations for which services were provided.

This is the portion of money raised/gross receipts that the charities receive or keep after all fundraising expenses (including fees paid to the commercial fundraiser, its affiliates or subcontractors, if any) have been subtracted (net to charity).

Solicitation Comments: The organization may provide additional information or an explanation regarding the figures reported above by entering “Solicitation Comments” on the lines provided (optional).

Section 5/Signature: A signature and date are required. This form may be signed by an Owner or Officer of the commercial fundraiser. By signing this form, the applicant affirms that the statements in Section 5 are correct.

Submissions Subject to Public Review: Do not include social security numbers or other personal identifiers, bank account information or statements with this form or its attachments.

Mail completed forms and payment to: Secretary of State, Charities Program PO Box 40234 Olympia, WA 98504-0234
For overnight/express mail carriers use: Secretary of State, Charities Program 801 Capitol Way S Olympia, WA 98501

Please contact the Charities Program at commercialfund@sos.wa.gov or 360-725-0378 if you have any questions or need assistance.