



Office of the Secretary of State
Corporations & Charities Division

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

**OPTIONAL REGISTRATION Including the
WA STATE COMBINED FUND DRIVE**

Check all that apply

- Initial Registration – No Fee** **Expedited Service \$50 (optional)**
- Update Information – No Fee (Provide Registration Number)**

REGISTRATION NUMBER: (1-5 digits) _____

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

This Box For Office Use Only

Certain organizations and activities are exempt from the registration requirements with the Charities Program. Qualifying organizations are encouraged to complete the Optional Registration so the Secretary of State can better respond to inquiries from the public. The Optional Registration is separate, and in addition to, any corporate filing requirements. If you have questions, please contact the Charities Program at charities@sos.wa.gov or (360) 725-0378 during regular business hours.

(Section 1)

GENERAL INFORMATION

Organization's Name _____

Mailing Address _____ Phone () _____

City _____ State _____ Zip Code _____

Email _____ Website _____

Check if Street and Mailing Address are the same *(only if Mailing Address is not a PO Box or PMB)* **and provide County below.**

Street Address _____ County (WA only) _____
(If no street address, please indicate by providing County, City, State and Zip Code below)

City _____ State _____ Zip Code _____

(Section 2)

BASIS OF EXEMPTION FROM REGISTRATION

Is anyone compensated for soliciting or collecting contributions in WA on the organization's behalf? *(Check one)*

Yes No *(If Yes is checked, you cannot claim the "Raising less than \$50,000" exemption type below. See detailed instructions.)*

(You must check one reason for exemption below)

Raising less than \$50,000 a year/all activities including fundraising are unpaid

Church or integrated auxiliary

Political organization

Appeals on behalf of a specific individual expended solely for the individual's direct benefit. This does not include organizations that conduct solicitations for one or more individuals on a repeated and ongoing basis.

(Section 3)

ORGANIZATIONAL STRUCTURE

WA State Nonprofit Corporation WA State Unified Business Identifier (UBI) *(Nine digits)* _____ - _____ - _____

Foreign Nonprofit Corporation *(Outside WA State)* _____ Other _____
(State of Formation)

COMBINED FUND DRIVE (Optional) (WAC 357-55)

The following sections are optional and should only be completed if the organization would like to participate in the Combined Fund Drive. The Washington State Combined Fund Drive promotes workplace giving for all state employees. Personnel are encouraged to give to charities through payroll contributions or agency fundraising events. By agreeing to become a member of the Combined Fund Drive and completing the information in the following section, the organization will be provided access to the thousands of potential donors that the Combined Fund Drive has to offer. Any questions should be directed to the Combined Fund Drive at (360) 902-4162 during regular business hours or by email at cfid@sos.wa.gov

PRIMARY CATEGORY OF SERVICE

To participate, please indicate the organization’s primary category of service. (Check up to only three)

- | | | |
|--|---|---|
| <input type="checkbox"/> A Arts, culture, humanities | <input type="checkbox"/> J Employment/jobs | <input type="checkbox"/> S Community improvement |
| <input type="checkbox"/> B Educational institutions & related activities | <input type="checkbox"/> K Food, nutrition, agriculture | <input type="checkbox"/> T Philanthropy & volunteerism |
| <input type="checkbox"/> C Environmental quality, protection | <input type="checkbox"/> L Housing Shelter | <input type="checkbox"/> U Science |
| <input type="checkbox"/> D Animal-related activities | <input type="checkbox"/> M Public safety/disaster preparedness & relief | <input type="checkbox"/> V Social sciences |
| <input type="checkbox"/> E Health-general & rehabilitative | <input type="checkbox"/> N Recreation, leisure, sports, athletics | <input type="checkbox"/> W Public affairs/ society benefits |
| <input type="checkbox"/> F Mental health, crisis intervention | <input type="checkbox"/> O Youth Development | <input type="checkbox"/> X Religion/spiritual development |
| <input type="checkbox"/> G Disease/disorder/medical disciplines (multipurpose) | <input type="checkbox"/> P Human service - other multipurpose | <input type="checkbox"/> Y Mutual membership benefit organization |
| <input type="checkbox"/> H Medical research | <input type="checkbox"/> Q International | <input type="checkbox"/> Z Unknown, unclassifiable |
| <input type="checkbox"/> I Public Protection: crime/courts/legal services | <input type="checkbox"/> R Civil rights/civil liberties | |

Note: Purpose codes are adopted from the National Taxonomy of Exempt Organizations (NTEE)

CERTIFICATION STATEMENT

This organization adheres to generally accepted accounting principles in financial and record-keeping practices.

- Yes No

I certify that the organization named in this application is in compliance with all statutes, Executive Orders and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries, entities, or individual subject to economic sanctions administered by the U. S. Department of Treasury Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to sanctions, a list of Specially Designed Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at www.treas.gov/ofac. Should any change in circumstances pertaining to this certification occur at any time, the organization will notify the Washington State Combined Fund Drive Office immediately.

- Yes