

INSTRUCTIONS – OPTIONAL AMENDMENT

IMPORTANT NOTE: *This form should only be used to report changes to the organization information that previously has been filed with the Charities Program*

Do not submit the Amendment form in lieu of a registration / renewal form.

General Instructions: Please enter the requested information in the fields provided, print the completed form and mail it to the Charities Program. Complete the entire form and check boxes where indicated. You may type “N/A” if a section is not applicable. 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.

Please check the Expedited Service box to request priority processing within two to three business days of receipt; a **\$50** fee applies.

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Section (1): Provide the organization’s registration number, FEIN, and Name as currently recorded with the Office of the Secretary of State Corporations and Charities Division. This information can be obtained by conducting an online search at <https://www.sos.wa.gov/charities/>.

Section (2): Describe the organization’s non-financial information that needs to be updated. Examples below are possible changes and what those changes require.

- **Organization name:** Please list the new name. Please note: if the organization has a UBI# on record with the Charities Program and the UBI# is connected to a Nonprofit Corporation the name of the Charitable Organization must match the Nonprofit Corporation name. You may list the non-matching name as an AKA (also known as) name, or if you wish to file an Amendment with the Corporations division, the form can be found at https://www.sos.wa.gov/_assets/corps/forms/nonprofitamd2010v2.pdf.
- **FEIN (Federal Employer Identification Number):** Please list the new FEIN. Please note: if the FEIN is changed a new IRS Determination Letter will need to be submitted with the Amendment form. The new IRS Determination Letter should show the organization’s new FEIN.
- **Federal Tax Exempt Status:** Please list the new status for the organization. A new IRS determination letter will need to be submitted with the Amendment form that shows the new exempt status. The FEIN and Name need to match what is currently recorded with our office.
- **Persons accepting responsibility:** Indicate if you are adding or removing the individual. Then if adding a person – please list the first, last name, and title along with the address, and phone number, for each new individual added. If removing a person – please list the first and last name for each individual to be removed.
- **Organization Mailing/Street address:** Please list the new address and label as either the mailing or street address. Please indicate if the mailing and street address are the same. **If the street address is in WA State the County is required. The street address cannot be a PO Box. If there is no street address, please provide the city, state and zip.**
- **Organization’s Legal Information:** If adding legal information please ensure to include the Court (Jurisdiction), Case #, Title of legal action, and Date of legal action. The court documentation will need to be submitted with the Amendment form. *“Legal Actions” include any administrative or judicial proceedings alleging that the entity has failed to comply with these rules, RCW 19.09, or state or Federal laws pertaining to taxation, revenue, charitable solicitation, or record-keeping, whether such action has been instituted by a public agency or a private person or entity.*
- **Commercial Fundraisers:** If adding a Commercial Fundraiser please file a Fundraising Service Contract and include the required filing fee of \$20. The Fundraising Service Contract is located at <https://www.sos.wa.gov/charities/allforms.aspx>. A Commercial Fundraiser cannot be added by filing a Charitable Organization Amendment form.

Instructions continued on page 2

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Section (3A/B/C):

3. A: If the organization has changed the accounting year end date that was originally reported on the initial registration please check Yes and complete section 3.A on page 2. If the organization has **not** changed the accounting year end date please check No and continue to the next question 3.B.

3. B: If the organization has changed its accounting year, please check Yes and complete section 3.B on page 2. If the organization has **not** changed its accounting year, please check No and continue to the next question 3.C.

3. C: If the organization needs to correct its financial information that has been previously filed please check Yes and complete page 3. If the organization does **not** need to correct previous financial information please check No and continue.

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3. A: If yes was checked to this question from page 1 please be sure this page is completed in its entirety. Examples for the short report dates are shown below.

(1) - If the organization's accounting year was 1.1 to 12.31 and is changing to 7.1 to 6.30 then the Short Report should be 1.1 to 6.30

(2) - If the organization's accounting year was 7.1 to 6.30 and is changing to 1.1 to 12.31 the Short Report should be 7.1 to 12.31

(3) - If the organization's accounting year was 1.1 to 12.31 and is changing to 10.1 to 9.30 the Short Report should be 1.1 to 9.30

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3. B: If yes was checked to this question from page 1 please be sure this page is completed in its entirety. If you are providing corrections for multiple years please make multiple copies of page 3 or be sure that the additional attached page(s) are labeled as 3.B Amended Financial Information. Be sure that the format is followed as it appears on page 3.

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Section (4): This section is optional. If the "Return address for filing" is utilized, the person listed will receive correspondence regarding this specific filing at the mailing and/or email address provided. If corrections are needed, the return letter will be sent to this person, instead of the organization's mailing address. This person will also receive a copy of the confirmation letter once the filing is completed. A confirmation letter will also be sent to the organization's mailing address.

Section (5): The signature, printed name and title, the signature date, and a contact number are required. **The** form may be signed by the organization's President, Treasurer or a comparable officer. In the absence of officers, a person responsible for the organization may sign.

If Expedited Service is requested, include a \$50.00 fee and check the expedite services box on page 1. Please write the word "EXPEDITE" in large, bold letters on the outside of the envelope.

Payment: Make checks or money orders payable to "Secretary of State". Checks cannot be back dated more than 60 days from the date the check is received in our office. All **filing** fees are non-refundable.

Mail completed forms and payment to: Secretary of State, Charities Program, PO Box 40234, Olympia, WA 98504.

If sending overnight: Secretary of State, Charities Program, 801 Capitol Way S Olympia, WA 98504-0234.

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

Registration Number: _____

(4) RETURN ADDRESS FOR FILING *Optional*

This address will be sent document(s) regarding this specific filing in addition to the document(s) being sent to the organization's mailing address.

Attention to: _____ Email: _____

Address: _____

Zip _____ City _____ State _____

(5) SIGNATURE *Required*

By executing this document, the applicant certifies the following:

- He/she is authorized to represent the above named organization.
- The organization's governing body or committee has reviewed and accepted the financial information provided where applicable.
- The information contained herein is accurate and true to the best of the applicant's knowledge.
- He/she irrevocably appoints the Secretary of State to receive process (notice of lawsuit) in non-criminal cases against the applicant, and under the conditions set out in RCW 19.09.305; and
- Neither the organization nor any of its officers, directors, and principals have been convicted of a crime involving charitable solicitations, nor been subject to a permanent injunction or administrative order under the Washington Consumer Protection Act (Chapter 19.86 RCW) in the past 10 years.

X _____
Signature of Applicant Printed Name / Title Date

Contact phone number _____

ALL SUBMISSIONS ARE SUBJECT TO PUBLIC REVIEW

- Make checks payable to: Secretary of State
 - Please do not enclose a copy of the IRS Form 990, 990PF, 990EZ or audited financial statements
 - Regular mail send to: Secretary of State • Charities Program • PO Box 40234 • Olympia, WA 98504
 - Overnight/express mail send to: Secretary of State • Charities Program • 801 Capitol Way S • Olympia, WA 98501
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