



Secretary of State
Kim Wyman

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DOLLIVER

August 2016

QUARTERLY NEWSLETTER FROM THE CORPORATIONS & CHARITIES DIVISION

"Providing you with essential business and charitable information to promote public trust"

this ISSUE

- CFC Awards
- A look at statistics for the quarter
- Charities education and outreach
- FREE! Washington Small Business Fair
- How to file Annual Reports
- Tips & tidbits

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Nominations Are Open for the Corporations for Communities Awards!



Do you know of a corporation or business that **helps its community** in some way, such as by donating money or supplies, or providing volunteer help? Help give that company some much-deserved recognition by nominating it for **Washington's highest civics award**.

The Office of Secretary of State is accepting nominations for a 2016 Corporations for Communities Award. The **deadline to nominate a company is August 31**.

Secretary of State **Kim Wyman** says the CFC program allows the public to recognize deserving businesses that help their communities: "Washington is blessed to have many companies that make a difference by giving back in various ways. Corporations for Communities offers people a chance to **nominate companies that contribute**, so I encourage the public to take a moment to make a nomination."

Anyone is able to nominate businesses for the Corporations for Communities Award. Any for-profit corporation, limited liability company (LLC), or limited partnership is eligible for the award. Nominees need to be registered with the Office of Secretary of State.

Click [HERE](#) to submit a nomination, or visit:

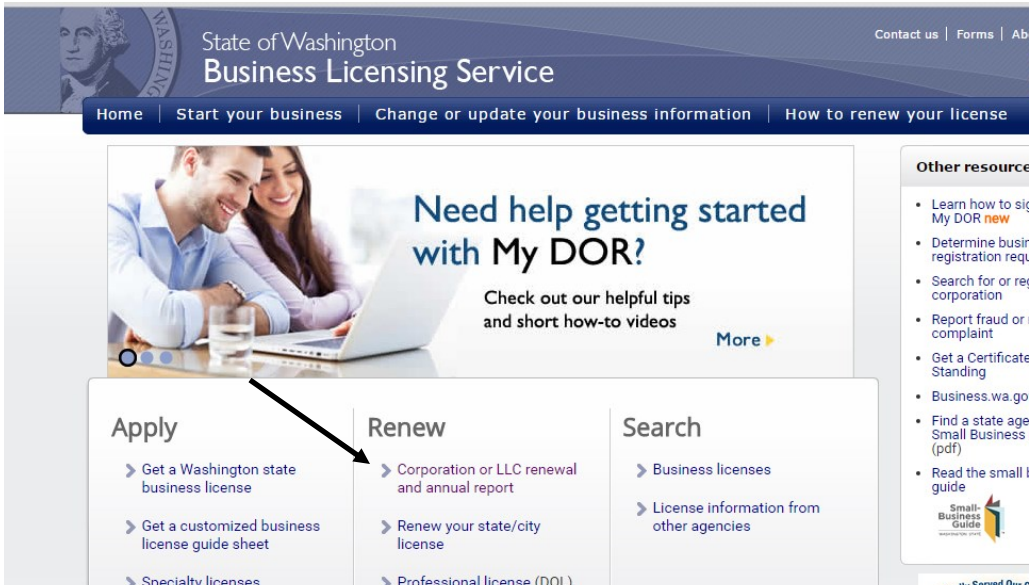
www.sos.wa.gov/corps, select awards

ONLINE FILING AND UPDATED INFORMATION AT WWW.SOS.WA.GOV/CORPS

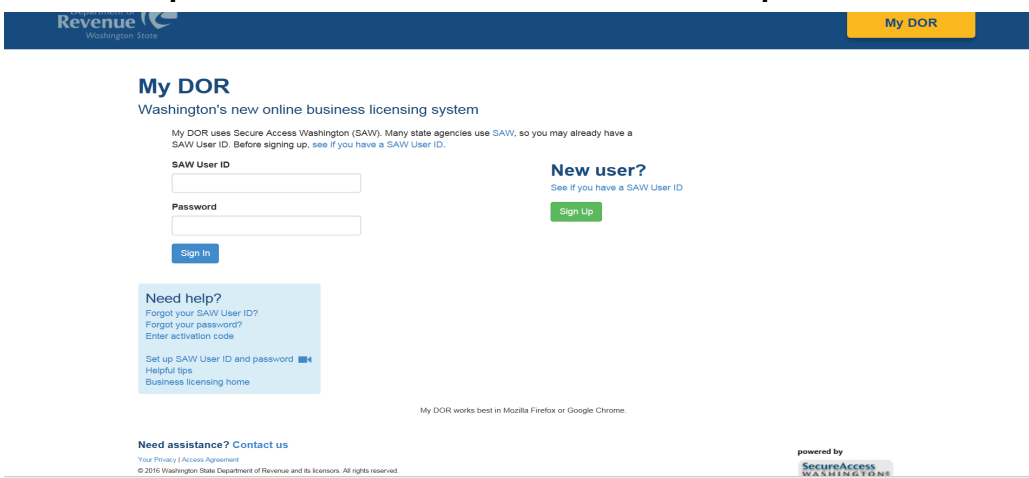
How to file Annual Reports at DOR

You may have noticed that the Department of Revenue's Business Licensing Service has a new online filing system. Here are basic instructions for when you need to file a **Profit Corporation** or **LLC annual report**.

- Go to www.bls.dor.wa.gov



- Select Corporation or LLC renewal and annual report



Tips & Tidbits

Don't forget to use [live chat](#)! Need a quick answer to a question? Need to check the status of a filing, or check a name availability?

Use our [live chat](#) service. It routes to the same customer service teams that you know so well and can speed up your response depending on the level of question.

You can find the [live chat](#) button on several web pages starting with

[Contact Us](#)

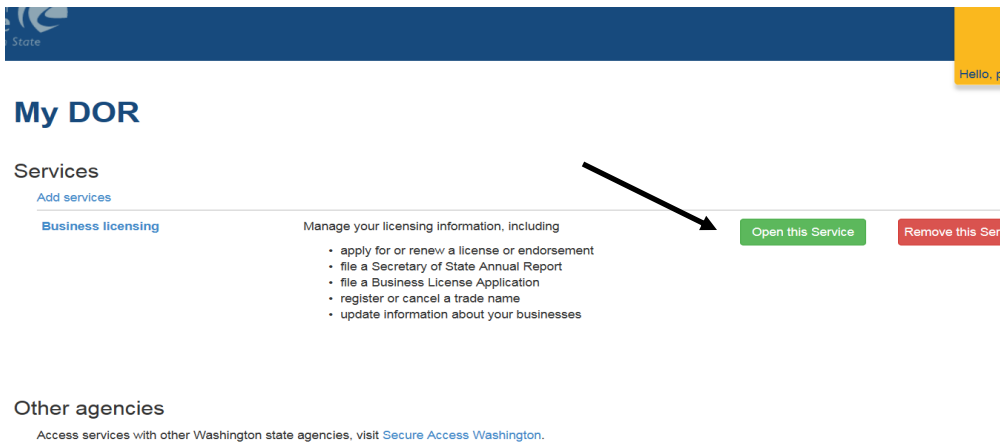
CHANGING REGISTERED AGENTS:

Be sure your client is selecting only one type of agent on the new Designation of Agent form in addition to completing the consent section. The new format is helping, but it needs to be completed correctly.

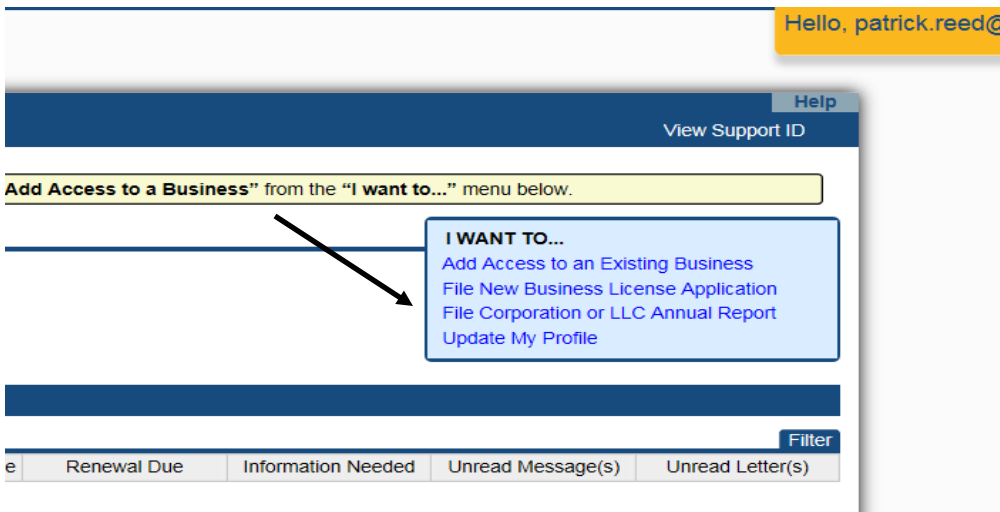
Here is the latest form for: [Designation of Registered Agent](#)

How to File Annual Reports at DOR (continued)

- **Select Business licensing from the available services**



- **Select File Corporation or LLC Annual Report**



- **Enter the UBI number**
- **Complete the steps in the annual report**

This process applies to all **Profit Corporation** and **LLC** annual reports. Nonprofit Corporations, and all Limited Partnerships file the annual report via [Online Annual Reports](http://www.sos.wa.gov/corps) or by visiting www.sos.wa.gov/corps.

This quarterly newsletter from the Secretary of State's Corporations and Charities Division was created to provide general information that may be of interest to businesses, and the organizations that service businesses. It is also a great opportunity to share details of projects and issues being covered by this office.

We will continue delivering this newsletter via email distribution, but will are no longer mailing paper copies.

If you would like to be added to the quarterly distribution list or if you have information you wish to submit, please contact:

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