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## contact US

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# Washington Secretary of State

## A message from Sam Reed

Throughout my years as a public official, I've made it a priority for my office to provide prompt, helpful and efficient service to its customers. I'm especially proud of the customer service provided by our Corporations and Charities Division.

This part of my office works with more than 350,000 for-profit corporations, more than 56,000 nonprofits and about 10,000 charities each year. When you deal with such a large number of customers, it's imperative to operate in an innovative way. The Corporations and Charities Division more than accomplishes this important goal. Recently passed bills by the Legislature this year will further help us reach this objective.

If you're with a corporation, charity, nonprofit organization or other entity that has registered with this division, we know that the last thing you need is difficulty navigating through some bureaucratic maze. That's why we strive to make registering with our division as efficient as possible.



### CHARITIES REMINDER:

**Renewals filed with the Charities Program are due according to its accounting year end, but corporate annual reports are due the month of incorporation each year.** This can be very confusing and if you have questions, please call us or visit our web site [www.sos.wa.gov](http://www.sos.wa.gov) where you will find information under both the Corporations Program and the Charities Program.



*the* **BUZZ**

**EMPLOYMENT SECURITY DEPARTMENT:**

*Employers should consider e-filing with ESD*

*Electronic tax filing saves employers time and money.*

*Employment Security's most-commonly used electronic filing program allows tax specialists to log in and help employers fill out their tax forms, helps employers avoid filing errors and maintains historical filing information so it doesn't have to be re-entered every quarter.*

*Employers that want to make the switch can find more information at [www.esd.wa.gov/file-taxes](http://www.esd.wa.gov/file-taxes)*

**CORPORATIONS AND CHARITIES DIVISION:**

*Remember, registering new corporate entities online and filing the required annual reports online will save you time.*

[www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)

**HAPPENINGS**

***HELPFUL FILING TIPS***

Our primary goal is to process and file your documents as quickly and efficiently as possible. From time to time, there are reasons why documents may be rejected and/or returned for additional clarification or information.

These rejections cause delays and can be costly. Here are some helpful tips to help customers ensure a smooth process.

**MORE THAN ONE UBI NUMBER:**

Two UBI numbers issued for the same company can occur when a customer has filed a Master Business License Application and received a UBI number but failed to provide that number to the Secretary of State when filing their corporate documents.

**INITIAL ANNUAL REPORTS:**

Profit Corporations and Limited Liability Companies are the only entities required to file annual reports within 120 days of forming.

**CHARITIES RENEWALS:**

Are due no later than the fifteenth day of the fifth month after the end of their most recent fiscal year. That means that *many of the registered Charities*, renewals are due in the months of May and November which can cause backlog. Filing early is recommended.

A nonprofit corporation that asks for donations from the public may need two separate registrations and renewals filed with our office, at different times.



**MORE CHARITIES UPDATES**



**Charities and Nonprofit Outreach and Education**

The first "Charity and Nonprofit Educational Symposium" is May 4, 2011 at Spokane Falls Community College in Spokane. With a capacity crowd of 100 attendees, we expect to have an encore symposium in Spokane in the near future! Participants will be surveyed to ensure that we are offering the charity and nonprofit organizations what they need in the way of education.

These workshops are not intended to replace legal and financial advice from experienced professionals; they are intended as an education opportunities for board members of charities and nonprofit organizations in Washington State.

Organizations may also schedule a presentation at their conference or meeting. Please contact Teresa Glidden, Charities and Nonprofit Education Coordinator, at 360-725-0373 for more information.

## HIGHLIGHTS

### LEGISLATIVE UPDATE 2011

At the time of publishing, the legislature is in a special session. While the regular session was productive in many ways, a special session is still required to complete a budget for the next biennium that must address a \$5 billion hole, due to a slow recovering economy. Among the bills passing, and either signed or waiting for a signature by the Governor include:

**HB 1040** – Regarding the use of electronic signatures and notices – This bill awaits the Governor's signature and will make it possible for our office to offer electronic renewal notices for corporations whose registered agents elect to receive notices by email. Watch our web site to sign up! This bill also allows local and state government agencies more options in choosing technology for signing documents electronically.

**HB 1485** – Regarding charitable solicitations – This bill is also awaiting the Governor's signature, and will reduce the filing requirements for charitable organizations. Many people are not aware that nonprofit corporations that solicit donations from the public are also required to register with the Charities Program. This bill set out some needed definitions, and will help us improve our service by combining registrations in the future.

**HB 2017** - Transferring the master license service program to the department of revenue – This bill moves the Master License System Program to the Department of Revenue, effective July of 2011.

### MORE HIGHLIGHTS—Service Organization Meeting Notice

We invite you to attend a meeting of your peers to discuss new enhancements, law and rule changes, as well as updated online services that are now available. Please join us, as your feedback is extremely important.

DATE: **Wednesday, June 15, 2011** TIME: **10:00AM – NOON**

WHERE: Corporation and Charities Division, James Dolliver Bldg, 801 Capitol Way S., Olympia, WA Directions are on our website [www.sos.wa.gov/corps/ContactInfo.aspx](http://www.sos.wa.gov/corps/ContactInfo.aspx) RSVP: [patrick.reed@sos.wa.gov](mailto:patrick.reed@sos.wa.gov)

### FACT OF THE QUARTER

The first phase of our **Historical Records** project included scanning all active corporations documents from the 1860's to December 2003. That phase is complete and those documents are available online, at the Digital Archives website [www.digitalarchives.wa.gov/Search.aspx](http://www.digitalarchives.wa.gov/Search.aspx). You will be able to locate a specific document on the Digital Archives website by entering in the unified business identification number, file date of a specific document, or the entity name.

Currently, we are near completing the scanning of all available Trademarks during the same time period. This scanning of images should be completed in June, where we will then work to upload the images and data to make them available to the public, at no cost. You will be able to locate a specific trademark document and their examples by the trademark number or by the owners name(s).

We will continue to scan additional historical documents as resources allow.

## News TIDBITS

### CHARITIES PROGRAM:

*Be sure to mail your Charity Renewal to our office 5-7 days prior to the renewal deadline. Many Charities wait until last minute and risk being late and possibly incur extra fees.*

*Also,*

*Be sure to include unbound documents with your renewals. Bound documents cannot be imaged. This will cause a delay in processing.*

### WHAT DOES

**"Dish from the Dolliver"**  
MEAN?

The Corporation and Charities Division is located in the historic James M. Dolliver Building in downtown Olympia, named after former Washington State Supreme Court Justice James Dolliver. "Dish" refers to the colloquial expression "dish the dirt."

### STORY IDEAS?

Send them to Patrick Reed, Manager in the Corporation and Charities Division [patrick.reed@sos.wa.gov](mailto:patrick.reed@sos.wa.gov)

## Calling all Callers!

We've all been there. Need answers, call with questions and get forced to sit on hold. Especially during peak hours it can be difficult to timely answer some of the 15,000 phone calls we receive each month.

Help has arrived! The Corporations and Charities Division is installing the "Sure Connect" feature recently provided to the division by the Department of Information Systems (DIS)

This advanced, new feature will allow our callers to select a "call back" instead of waiting on hold for an available representative. Even better, when you select the "call back" feature you will not lose your place in line! The system will call you in the exact same order as your call was originally received. No need to wait on hold when you have things to do.

Visit our website for more information on this and other new services. [www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)



ELECTRONIC VERSION OF THIS NEWSLETTER IS AVAILABLE AT [WWW.SOS.WA.GOV/CORPS/](http://WWW.SOS.WA.GOV/CORPS/)

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