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Farewell to the Fax Machine!

July 2, 2012, was the first day we stopped accepting documents delivered by fax.

This decision was made with these primary goals in mind:

- Faster filing of received documents
- Improved image quality for researching records
- Lower costs

We reviewed the most common documents being received by fax, and have listed these alternate methods for delivery:

- **Original entity filings** - Can be filed online from our home page, sent postal mail, sent overnight delivery, or a service organization can be used for in-person or same day service.
- **Reinstatements, initial, and annual reports** - Can be sent via regular mail, sent overnight delivery, or a service organization can be used for in-person or same day service.
- **Records desk requests, copy and expedited copy orders** – [Can be ordered online](#), expedited online, or can be delivered by email (certificates and some other items may not be available for email).
- **Returned Documents (without payment)** - Can be emailed as described in the return letter. This inbox will be monitored daily and treated as if it were mailed or had been faxed.
- **Returned documents (requiring payment)** - Can be sent postal mail or sent overnight delivery. A service organization can be used for in-person or same day service.



We thank you for your patience as we work to improve the services we provide our valued customers.

the BUZZA MESSAGE FROM
SECRETARY REED

We are fortunate to have many companies in our state that make it a priority to give back to their community. Now you can help one of them receive well-earned recognition.

Starting July 15, my office will accept nominations for a Corporations for Communities 2012 Award, the highest civics honor awarded by the state. August 31 is the nomination deadline.

I launched this awards program in 2009 as a way to recognize exceptional Washington businesses that demonstrate a commitment to giving in order to improve local or regional social and environmental conditions.

This is a great opportunity to encourage and honor standout corporations that go to great efforts to make a difference, particularly in these tough economic times.

www.sos.wa.gov/corps

HAPPENINGS

*Changes that may affect your services.....***NEW! Easy phone options**

As of July 1, you may have noticed a very simple set of options when calling the Corporations and Charities Division.

We have removed the outdated multiple selection process that was experiencing declining use.

As a result, you can now reach the Corporations and Charities customer service teams with a simple one touch selection.



The best method (by far) to look up a status or to order copies is to use our website, but when you need details, we will be able to help you even faster than before.

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Changes to the online LLC filing

Recently we made simple changes to the way Limited Liability Companies (LLCs) are filed online.

- You no longer need to provide the member and managers in the online application. You can supply that information at the time of filing, on the initial report that can be filed at the same time, or you can complete the initial report at a later date.
- You may now select where the filed copies are mailed when the registration is complete. You can select to send to the registered agent or to the contact person from the online filing.

More and more businesses are filing online!

The number of profit corporations and limited liability companies filing annual reports online has grown considerably over the past year. In June 2011, 42% of annual reports were completed online. As of June 2012, that number has grown nearly 20%. It's no surprise as filing online is the quickest and most convenient way to file your corporation or LLC annual report. The annual report process takes less than 10 minutes to complete and, in most cases, is processed in one hour. If you haven't tried it, save time and file your next annual report online at:

business.wa.gov/bls

Annual reports are provided by **Business Licensing Service** as a renewal agent for the Secretary of State.

HIGHLIGHTS

Recognize businesses that give back starting July 15!

During these unstable economic times, it's noteworthy when companies make it a point to give back to their community. That's the point behind the Corporations for Communities program that Secretary Reed began in 2009 as a way to honor those Washington businesses that make community a priority.

From July 15 through August 31 you can nominate any for-profit company registered with the Secretary of State that you have witnessed giving back to the communities they serve.

In September, one large and one small business will be selected from the nominations to receive the Corporations for Communities award, which honors exceptional Washington businesses that make community a priority. Each recipient will be presented with a National Association of Secretaries of State (NASS) Medallion.

For more information about this award program, to see the nomination criteria, and to submit online nominations, visit sos.wa.gov/corps and select the "awards" tab.



"NASS Medallion"

Service organization meeting notes:

Thank you to those able to attend the 2012 Service Organization meeting in Bellevue held on June 21. We identified many things that we will work to incorporate into the new Corporations and Charities filing system.

Requests include:

- Reinstatements online
- Email notice to the registered agent or to governing persons when changes are made to a registration or filing
- Email renewal notice is default at time of filing with option to opt out

We are also researching suggestions that may be possible with our current system including:

- Three-letter code as reason for dissolution on website search results
- Online Certificates
- List of current officers on certificate of status

Changes made since the June 21 meeting:

- Added link to Digital Archives on the home page and search page
- Added link to RCWs on the All Services menu under "Resources"

We value your feedback and encourage suggestions to help improve our services. Feel free to send your suggestions directly to: patrick.reed@sos.wa.gov.



News TIDBITS

OFFICE OF REGULATORY ASSISTANCE

Have you or your clients faced difficult questions about environmental or business regulations that you couldn't find the answer? You have a lifeline to get answers. Ask staff from the Governor's Office of Regulatory Assistance (ORA)

(800) 917-0043 or
help@ora.wa.gov

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 at patrick.reed@sos.wa.gov

Avoid having documents returned for errors!

By law the Secretary of State, Corporations and Charities Division is required to return documents that have errors or that are incomplete for filing.

These “**unable to file**” items from individuals and service organizations include:

- Duplicate name (is already in use)
- No entity designation (Co., Inc., LLC, LP)
- Incorrect Registered Agent information (no physical address in Washington)
- Not providing a purpose or nature of business on reinstatements
- Not providing a valid Foreign Certificate of Status (less than 60 days old)
- Not providing nature of business in the annual report
- Using DBAs as the corporate name on registrations
- Unauthorized signature on documents (requirements stated on instructions)



We value your feedback and encourage suggestions to help improve our services. Feel free to send your suggestions directly to:
patrick.reed@sos.wa.gov.

ELECTRONIC VERSION OF THIS NEWSLETTER IS AVAILABLE AT WWW.SOS.WA.GOV/CORPS/

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