

AMENDATORY SECTION (Amending WSR 94-19-004, filed 9/8/94, effective 10/9/94)

WAC 434-110-010 Purpose. These rules establish procedures and fee schedules for filings, for expedited (~~and telephone~~) services, and for access to public records in the corporations division of the office of the secretary of state. These rules are adopted pursuant to Titles 23, 23B, 24, and 46 RCW, and chapters 19.77 and 43.07 RCW.

AMENDATORY SECTION (Amending WSR 00-21-084, filed 10/17/00, effective 11/17/00)

WAC 434-110-030 Office hours. (1) Business office hours are from 8:00 a.m. to 5:00 p.m. daily, Monday through Friday, excluding legal holidays. Walk-in, counter services are available for an expedited fee specified in WAC (~~434-110-060~~) 434-112-080. Emergency counter service at other times is available under terms of WAC (~~434-110-060(5)(b)~~) 434-112-080(8).

(2) Documents, including substitute service-of-process on the secretary of state, delivered after normal working hours will be deemed to be received on the next working day. The secretary assumes no responsibility for any form of delivery other than that received personally by an employee of the office of the secretary of state.

AMENDATORY SECTION (Amending WSR 00-21-084, filed 10/17/00, effective 11/17/00)

WAC 434-110-050 Mail-in service. (1) Expedited services for mail-in requests are available for an expedited fee specified in WAC (~~434-110-060~~) 434-112-080(3).

(2) All mailed-in documents are processed and filed in order of date of receipt unless incomplete or incorrect. (~~At the customer's request, a staff member will call (collect) to confirm the filing date of a document.~~) A specific filing date may be reserved for up to thirty days in advance. The necessary documents, in appropriate format with correct fees, must be in the office by the specified date. (~~Requests for information in a~~

~~nonactive or archived file, will be processed on a time-available basis.)~~)

(3) Requests for name searches coupled with a name reservation are completed in order of date received. A name reservation may be made by completing the form provided by the corporations division or in a letter clearly containing all the following information:

- (a) The corporate name desired, with two alternate names;
- (b) The name, address, and telephone number of the applicant;
- (c) The signature of the applicant; and
- (d) The application date.

An application on behalf of a client should also include the client's name and complete address.

AMENDATORY SECTION (Amending WSR 04-04-018, filed 1/23/04, effective 2/23/04)

WAC 434-110-100 Registered office address--Requirements. (1)

A post office box address may be used in addition to a registered geographic office address when the United States Postal Service cannot or will not deliver to the street address.

(2) The registered agent is required to notify the office of the secretary of state and the corporation of any changes in either the street address or the post office box address. Change of address is subject to the fee stated in WAC 434-112-085 (~~(+1)(j)~~) (2)(g).

AMENDATORY SECTION (Amending WSR 94-19-004, filed 9/8/94, effective 10/9/94)

WAC 434-110-120 Initial and annual reports--Form of content.

(1) Any corporation filing under the Washington Business Corporations Act shall file its initial (annual) report on the form provided by the secretary of state or shall clearly and concisely provide the information topically sectioned exactly in the following manner:

(a) Section 1. Corporate name and registered agent and office address currently on file with the corporations division, the unified business identification number, corporations account number, state of incorporation, and original date filed in Washington;

(b) Section 2. If there has been a change in registered agent or registered office address include the effective date and the new agent's signature signifying acceptance of the appointment or the new address;

(c) Section 3. Address of principal place of business in Washington or, if a foreign corporation, the principal office address in state of original incorporation, the corporation telephone number, and a brief statement of nature of business;

(d) Section 4. A list of names and addresses of all corporate officers and directors; and

(e) Section 5. Signature of either the chair or president of the board of directors or an officer listed within the report.

(2) All profit and nonprofit corporations shall file their annual reports on the form prescribed by the secretary of state or clearly and concisely topically sectioned exactly in the following manner:

(a) Section 1. Corporate name and registered agent and office address currently on file with the corporations division, the unified business identification number, corporations account number, state of incorporation and original date filed in Washington;

(b) Section 2. If there has been a change in registered agent or registered office address include the effective date and the new agent's signature signifying acceptance of the appointment or the new address;

(c) Section 3. A list of names and addresses of all corporate officers and directors; and

(d) Section 4. The signature of either the chair or president of the board of directors or an officer listed within the report.

All annual reports must be accompanied by the statutory fee in RCW 23B.01.530 or ((24.03.450)) 24.03.405 (1)(b).

AMENDATORY SECTION (Amending WSR 93-20-072, filed 10/1/93, effective 11/1/93)

WAC 434-110-130 Annual reports--Due date for all nonprofit corporations. ((Beginning in January 1994, and for every year thereafter,)) Each nonprofit corporation shall file its annual report on the last day of the month of its original registration as a corporation. ((The fee paid to file the 1993 annual report or for filing new articles of incorporation in 1993 shall be sufficient to maintain an organization's good standing until its 1994 renewal date comes due. The corporations division shall notify all nonprofit corporations of this change in renewal dates by mail sent on December 15, 1993. Thereafter, beginning in January of 1994,)) The division shall notify each nonprofit corporation of its annual renewal date forty-five days in advance by a mailing that includes the annual report form. Failure to receive an annual report notice is insufficient reason for failing to file the statutorily required annual report.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 434-110-020

Office address.

WAC 434-110-040

Telephone services.