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## Thank you, from Secretary of State Sam Reed



An old song has a lyric that I appreciate: "Changes aren't permanent, but change is." There soon will be a change in the Office of Secretary of State.

On Jan. 16, I will finish my duties as Secretary of State and Kim Wyman will be sworn in as Washington's 15th Secretary of State. The transition period has gone smoothly, as Kim has chosen her staff as she begins her first term as Secretary. I've known

Kim for many years, going back to my days as Thurston County Auditor when she was my Elections Director in the 1990s. Kim will be an excellent Secretary of State, one who will continue the tradition of putting the people of Washington first and providing excellent service to our citizens.

Besides having vast knowledge and experience in elections issues, Kim wants the Office of Secretary of State's Corporations and Charities Division to continue providing excellent service to Washington's businesses, nonprofits and charities.

As Secretary, I have been dedicated to improving services to profit and nonprofit corporations registered with our office. I've always advocated that all of our divisions emphasize a customer-friendly atmosphere, and I know that Kim will continue with this important approach. I'm pleased that Kim plans to build on our successes by pushing for a new electronic filing system that accommodates everyday businesses and the companies that help prepare and execute them.

It has been my pleasure to serve you these past 12 years. Now, please join me in welcoming Kim as our new Secretary of State.

Sincerely,



the BUZZ

Did you know?

In 2012 the Corporations and Charities Division each day averaged:

- 550 phone calls
- 2,065 document pages
- 733 completed paper filings
- 268 completed online filings
- 87 copy requests
- 6 service of process
- 2 mergers
- 23 amendments
- 979 profit annual reports
- 5 resignation of agents
- 36 reinstatements
- 199 nonprofit annual reports
- 36 charity renewals

Currently there are 416,047 active entities registered with the Secretary of State, Corporations and Charities Division as of January 1, 2013.

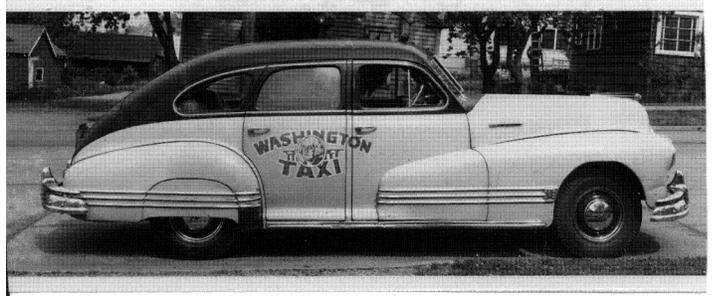
There are 9,953 active charitable organizations registered.

HAPPENINGS

*Changes that may affect your services.....*

**Nearly 100,000 historic trademarks now live!**

The Corporations and Charities Division has completed another scanning project by loading nearly 100,000 historic trademark images to the Digital Archives.



Now you may search for trademarks registered with the Secretary of State dating as far back as 1891 and through 2011.

This new viewing feature is available for free at the Secretary of State's Digital Archives website. Certified copies are also available for the standard certificate fee.

Using the search is easy. Simply go to the website, select a record series and search by keyword, name, or by using more advanced search options.

[digitalarchives.wa.gov](http://digitalarchives.wa.gov)

**Ongoing consumer alert—Corporate minutes filings**

Please be aware that **COMPLIANCE RECORDS SERVICE** (not to be confused with the Washington corporation, Compliance Services, Inc) is mailing notices to business entities requesting that "Annual Minutes" and a fee of \$125.00 be sent to them for filing.

These notices are **NOT** from the Washington Secretary of State, Corporations and Charities Division. "Annual Minutes" are **NOT** required to be filed with the Secretary of State. They are to be kept by the business entity itself. Do **NOT** confuse these notices with the annual report notices sent by the Washington Secretary of State, or the Business Licensing Service at Department of Revenue reminding each business to file its 2013 annual report.

If you have any questions about these notices, please contact the Corporations and Charities Division at [corps@sos.wa.gov](mailto:corps@sos.wa.gov) or call 360-725-0377.

**2012 - ANNUAL MINUTES RECORDS FORM**  
SHAREHOLDERS, DIRECTORS AND OFFICERS

(Washington Corporations)

**IMPORTANT! FOLLOW INSTRUCTIONS EXACTLY WHEN COMPLETING THIS FORM. PLEASE PRINT.**

Key Code K161453938	Notice Date 2012-10-11	Corporation Number 603041732	Incorporation Date 08/18/2010
Business Address			



## HIGHLIGHTS

### Selah, Port Angeles companies receive civics award!

There are many companies in Washington that make it a priority to give back to their communities and beyond. Secretary of State Sam Reed recently honored several of these companies for their good deeds.

Reed hosted the 2012 [Corporations for Communities](#) awards ceremony in his office in Olympia Wednesday December 5.

Treetop Inc. of Selah was the chosen in the large company category. Jim's Pharmacy of Port Angeles earned this year's small company honor.

Reed presented National Association of Secretaries of State Medallion Awards to Treetop President and CEO Tom Stokes and Jim's Pharmacy owner Joe Cammack during the ceremony. The Medallion Award recognizes civic engagement, voter education efforts, government services and a commitment to giving back to the community.

Corporations for Communities



Jim's Pharmacy

Corporations for Communities



Treetop

### Helpful hints to avoid returned documents



Unfortunately, dozens of documents are returned each day as unable to file. This happens for a variety of reasons where the document does not meet minimum standards according to law. Here are a few tips on how to avoid those situations:

- Unreadable/illegible documents - Must be returned to customers for correction. Make sure the document is clear and able to be read.
- Missing signature - When using paper forms it is important to have both the registered agent consent signature AND the signature of the person submitting or executing the formation document, even if they are the same person.
- Miscommunication between the service organization and the customer - When duplicate submissions are presented to this office, the first will be filed and the second will be returned. There are NO refunds on duplicate submissions.

Please remember that we have discontinued using the fax machine for filing documents with our office. We encourage everyone to go online, come in person, mail or courier documents as needed.

### News TIDBITS

Washington State Emergency Management Division (EMD)

While we can't predict precisely how, when or where Mother Nature or some other emergency may strike, we can do our part by preparing for the unexpected.

The [Washington State Emergency Management Division \(EMD\)](#) has a number of resources available to help businesses prepare for potential emergencies and develop plans to continue operations as soon as possible. The EMD Business Portal features a number of free resources, including training videos, exercises and template plans.

[emd.wa.gov](http://emd.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](mailto:patrick.reed@sos.wa.gov)

**New — 2013 service organization meeting — webinar**

We are planning our next service organization meeting, but this time we are going to use a webinar service and host it online. This will be a voice conference with PowerPoint sharing that you can easily log-in and participate.

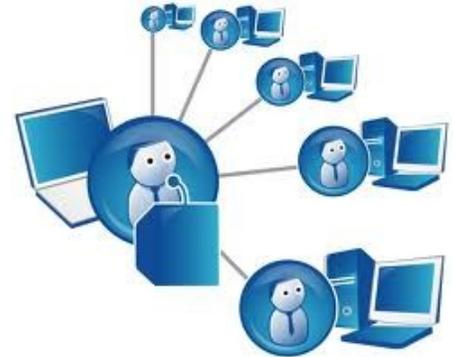
At this point we are planning for mid-to-late March. This allows time to identify potential legislation that could impact business filers with the Corporations and Charities Division.

Any organization that provides filing or maintenance services to our customers is encouraged to participate. This is a great opportunity for us to hear from you, and to share information about the services we provide.

Please send me topic suggestions, questions and ideas for service and we will try and address those items during this meeting.

Thank you, I look forward to hearing from you.

Patrick Reed, Operations Manager, Corporations and Charities Division.  
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ELECTRONIC VERSION OF THIS NEWSLETTER IS AVAILABLE AT [WWW.SOS.WA.GOV/CORPS/](http://WWW.SOS.WA.GOV/CORPS/)

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