



this ISSUE

- Retiring fax machines
- Statement of change online
- Email renewal notices
- Credit cards at the front counter
- Avoiding filing delays

more INSIDE

Happenings	2
The Buzz	2
News Tidbits	3
Highlights	3
Awards	3

contact US

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SOS retires the fax machine

Mark your calendars for June 30, 2012, as the last date to file documents by fax with the Secretary of State's Corporations and Charities Division.

The division has found fax filing to be costly, labor intensive, and redundant. Machines often jam, skip pages, or provide poor image quality. When these challenges occur, customers often feel they have completed a filing when the document may not have reached our office. Documents filed by fax are paper documents and require on average two or three times the amount of labor to file that an online document requires. Faxed images often create research and archival problems because of the poor image quality associated with most fax machines, especially when they are being scanned into a digital filing system.



Filing online is automatically expedited at a lower cost than paper documents. Customers receive faster service and save money by filing online.

In addition to online registration for most business types, our website allows everyone to file initial reports, annual reports, and statements of change online. Statements of change can now be filed for free. Our office will be expanding online filing options over the next year and looking for more ways to save our customers money.

Some of the anticipated benefits to customers as a result of no longer accepting fax filings are:

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

We understand that this may create a major change for some of our customers. We are happy to work with all to make the online experience better and we stand ready to answer all of your questions.

Questions and comments about eliminating fax filings can be sent to: patrick.reed@sos.wa.gov

the BUZZA MESSAGE FROM
SECRETARY REED

I've been impressed with the generosity of Washington residents over the years. So many people here give money to help those who are struggling in our state or elsewhere. I know that the recent holidays reminded individuals to consider donating money to help others, but I also know that they can get burned by not doing their homework before giving to a charity.

That's why I hope that individuals who are able to contribute are well-informed about where their money is going. Donors should know which commercial fundraising groups have a bad track record when it comes to passing on donated money to the intended charities. Make sure to give wisely!

Sam Reed

<http://www.sos.wa.gov/charities/>

HAPPENINGS

*New online services now available!***Statement of change for Registered Agent/Registered Office now available ONLINE and FREE!**

If you need to change your registered agent or registered office address, you must submit a statement of change to the Office of the Secretary of State.

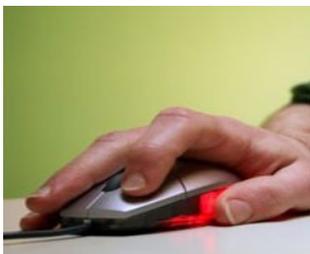
This used to be a paper form and a 10 dollar charge, but you may now submit it online and free of charge.

Reminder: Your Registered Agent MUST HAVE a physical address in the state of Washington, but may have an additional mailing address for receiving notices from the Secretary of State.

File your statement of change at:

www.sos.wa.gov/corps

then select : Manage a Business and choose the entity type

**EMAIL annual report notices now available!**

The Secretary of State now has the ability to send annual report notices by email, in addition to the traditional notice delivered by regular mail.



State law requires that profit corporations, nonprofit corporations, limited liability companies (LLCs), and limited partnerships file an annual report.

If you would like your registered agent to receive the annual report notice by email, please register at:

www.sos.wa.gov/corps/renewalnoticesubscriptions.aspx

SAVE TIME WHEN USING CREDIT CARDS AT THE COUNTER!

The Corporations and Charities Division has installed card reading equipment to process transaction payments. No longer will you need to fill out an authorization form when filing in person at the front counter.

This added service will make credit and debit card transactions faster to process and eliminate errors from manual keying or transcription of card numbers.

When you visit the front counter of the Dolliver Building in Olympia, be sure to bring your credit or debit card.



HIGHLIGHTS

CORPORATIONS FOR COMMUNITIES (CFC) 2011 Awards

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.

Secretary Reed [presented](#) a Corporations for Communities award to Korsmo Construction of Tacoma for its contributions back into the community.



Secretary Reed and the Korsmo Construction team

The other recipient for the CFC award, Sterling Savings Bank, couldn't send a representative to Olympia for that recent ceremony, so Secretary Reed presented Sterling CEO Greg Seibly with this civics honor during a visit to the bank's headquarters in Spokane. The Corporations for Communities program is run by the Secretary of State's Corporations and Charities Division. To learn more about this award program visit: www.sos.wa.gov/corp/corpsforcommunities



Sterling CEO Greg Seibly and Secretary Reed

Charity and Nonprofit Education Program

The education program is planning many events across the state in 2012, including education and outreach targeted to senior citizens that will help them become more aware of what is required by law of charities when soliciting donations. Also planned are short videos illustrating how to recognize an unscrupulous charitable solicitation and how to protect oneself from being scammed. We hope that this information will empower our seniors as well as other donors and increase the trust and transparency of our many fine charities across the state.

Full and half-day workshops for organizations on fundraising, governance and compliance are also being planned and will be presented throughout the state. Please continue to check our training website at www.sos.wa.gov/charities/training



How to Avoid Document Rejection and Delays

Here are some of the most common reasons a document is returned to a customer as unable to file. Be sure to follow these closely and save yourself time from making corrections.

- Duplicate name (is already in use)
- No entity designation (Co., Inc., LLC, LP)
- Incorrect Registered Agent information (no physical address in WA)
- Not providing a valid Certificate of Status for foreign entities
- Not providing nature of business in the annual report
- Using DBAs as corporate name on forms
- Unauthorized signature on documents (requirements stated on instructions)

Reminder: All filing fees are non-refundable. If mistakes are made, you will have 30 days to correct them or start your filing over from the beginning.

News TIDBITS

Washington State Launches One-Stop Resource for Small Businesses

Questions about planning, starting, running or growing a small business? Check out the new one-stop resource for small business information from Washington State. Spend less time looking for the answers and more time using them. Visit www.bizguide.wa.gov

IN PROCESS

The LLC online filing service is currently being updated. Be sure to visit our website www.sos.wa.gov/corps and watch for the latest in online services available.

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

Important notice to Limited Partnerships

Limited Partnerships registered in Washington State must file an annual report before February 29, 2012, or face administrative dissolution. This applies to all Limited Partnerships that did not file an annual report during 2011.

The law change that took effect in July 2010 states all Limited Partnerships must now file a report each year, including those that had already filed a five-year periodic report. (RCW 25.10.291)

In January, the Secretary of State will be mailing a final renewal notice to nearly 10,000 Limited Partnerships. Limited Partnerships that have already filed an annual report will continue to file each year during their anniversary month.

We are working to get the annual report online and it should be available in early 2012. You can also find the appropriate paper forms at:

www.sos.wa.gov/corps - Manage a Business



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

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SAM REED

Secretary of State
Washington

