



## **INSTRUCTIONS: HOST HOME REGISTRATION RCW 74.15.315 & RCW 74.15.020**

**General Instructions:** Use dark ink only. Complete the entire form and enter all requested information in the fields provided. A fillable .pdf version of this form is available for download at [www.sos.wa.gov/corps](http://www.sos.wa.gov/corps)

**Mail:** Send the completed form and payment to the address listed above.

**Payment:** Make checks or money orders payable to "Secretary of State." Checks cannot be backdated more than 60 days from the date the check is received.

**Fees:** The filing fee is \$20 for a Host Home Registration.

**Expedited Service:** If expedited service is requested, an *additional* \$50 must be added to the filing fee. Check the box indicating expedited service on page one.

### **ALL FILING FEES ARE NON-REFUNDABLE. ALL DOCUMENTS ARE PUBLIC RECORD.**

**(1) Unified Business Identifier (UBI):** Provide the UBI Number assigned to the business registration as on file with the Office of the Secretary of State of Washington. The UBI Number and name of the business **must** match our records in order to be accepted.

**(2) Name of Nonprofit Corporation:** Provide the name as recorded with the Office of the Secretary of State of Washington. The Name and UBI Number of the business **must** match our records to be accepted.

**(3) Host Home Attestation:** By selecting the box the Nonprofit Corporation attests that it meets all statutory requirements under [RCW 74.15.020](http://RCW 74.15.020).

**(4) Return Address for this Filing:** If provided, the confirmation regarding this specific filing will be sent to this address, in addition to the Registered Agent's address

**(5) Signature and Notarization:** Complete the information in this section with a notary. A notary must stamp the form, prior to submission to our office.

If you have questions, need assistance, or would like to provide feedback, please visit the Corporations Division website at [sos.wa.gov/corps](http://sos.wa.gov/corps) email [corps@sos.wa.gov](mailto:corps@sos.wa.gov) or call 360-725-0377.



Physical/Overnight address: 801 Capitol Way S Olympia, WA 98501-1226

Mailing Address: PO Box 40234 Olympia, WA 98504-0234

This Box For Office Use Only

- Filing Fee \$20
To Expedite Filing, Add \$50

REGISTRATION AS A HOST HOME RCW 74.15.315 & RCW 74.15.020(2)(o)

All fields are required unless otherwise specified

(1) UBI No.: \_\_\_\_\_

(2) NAME OF NONPROFIT CORPORATION: (as currently recorded with the Office of the Secretary of State)

(3) HOST HOME ATTESTATION: By checking the box below the Nonprofit Corporation attests that the statement is true and accurate.

The Host Home Program meets all statutory requirements per RCW 74.15.020

(4) RETURN ADDRESS FOR THIS FILING: (optional)

If provided, the confirmation regarding this specific filing will be sent to the address below, in addition to the Registered Agent's address.

Attention: \_\_\_\_\_ Email: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(5) SIGNATURE AND NOTARIZATION:

These representations are true and correct, and contain no material omissions of fact to the best of my knowledge and belief.

(Printed Name)

(Signature)

State of Washington County of: \_\_\_\_\_

Signed and affirmed before me on: \_\_\_\_\_

By (print name): \_\_\_\_\_

Notary Public Signature

My Commision Expires: \_\_\_\_\_