



## Fundraising Service Contract Amendment

**Purpose:** A Fundraising Service Contract Amendment is submitted when a previously recorded Fundraising Service Contract Registration has had changes made to it or is being cancelled. This must be submitted prior to the expiration date of the contract on record with our office. If the expiration date has passed a new Fundraising Service Contract Registration with all amendments must be submitted.

If there are issues submitting the Fundraising Service Contract Amendment please contact our office by emailing charities at: [charities@sos.wa.gov](mailto:charities@sos.wa.gov)

- **Fundraiser Service Contract:** This section will show all contracts that currently show as active with our office. To upload amended documents; make changes and/or add to the subcontractors; change the contract term dates and/or the service dates select the “edit” button next to the contract that updates are needed. Further instructions for each screen part can be found below.
  - **Do not delete previously uploaded documents**
  - Once “edit” is selected a pop up window will appear which will provide the screen parts for the Fundraising Service Contract. All edits that are needed may be done within this window.
  - Once the edits have been completed select “continue” at the bottom right of the pop window. This will close the window and return you to the Fundraising Service Contract Amendment screen. Do not x out of the window as that will not retain any changes made.
- **Subcontractors Utilized to Conduct Solicitations:** This section is used to provide a list of subcontractors that the commercial fundraiser may use for this contract. All subcontractors are required to be registered with our office as a commercial fundraiser. Search for the subcontractor by registration number, FEIN, UBI number, or the subcontractor name. If there is not a result for your search you are able to add the commercial fundraiser information.
- **Fundraising Service Contract Term Dates:** Enter in the dates that the contract begins and the date services will begin. If the contract is not perpetual the contract end date and the date services will end are required to be entered.
- **Charities Fundraiser Service Contract:** If making changes to the types of solicitation conducted by the Fundraiser on behalf of the Charity an additional supplemental form will need to be uploaded. The supplement form to be uploaded is available on our website at: [sos.wa.gov/charities/allforms](https://sos.wa.gov/charities/allforms)
- **Contract Between the Charitable Organization and the Commercial Fundraiser:** If applicable upload the amended contract that is signed by both the Charity and the Fundraiser. If the amended contract uploaded is not signed by both parties the submission will be returned.
- **Return Address for this Filing:** If provided, the confirmation regarding this specific filing will be sent to the email address, in addition to the organization’s email address on record.
- **Upload additional documents:** This section is used to upload additional documents as needed. Our office does not require a charity’s federal tax document.
- **Signature/Attestation:** Select the box next to “by executing this document, the applicant certifies the following”. Provide the first and last name and a contact phone number.
- When completed you will be able to select continue and be brought to a review screen, confirm that all information is correct and then select add to the cart.



**WASHINGTON**  
**Secretary of State**

Corporations & Charities Division

Corporations & Charities Division

**Physical/Overnight address:**

801 Capital Way S

Olympia, WA 98501-1226

**General contact information:**

[sos.wa.gov/contactinfo](https://sos.wa.gov/contactinfo)

- Once at the shopping cart select the organization's submission and select check out, you will then be able to review the amount to be paid and select "proceed to checkout". The system will automatically calculate the fees that will need to be submitted once added to your cart.
- Once at the checkout screen provide the payment information and place your order.
- There are no additional processing fees for using our online filing system when filing charities documents. Once the registration is completed, either automatically or once it is reviewed by a charities team member, you will be able to access the organization's confirmation letter and file stamped documents under the "notices and filed documents" tab on the user dashboard.