



Fundraiser Renewal

Purpose: A renewal is submitted annually and is due by the end of the 11th month after the end of the fiscal year. A renewal can be submitted any time after the financial information that is due is finalized.

All information, except the financial information, will be pre-populated. The organization may update the pre-populated information as needed. Below are the instructions for what is required in each section if updating is needed.

If there are issues submitting the Fundraiser Renewal, please review our Online Instructions Frequently Asked Questions on our website at: <https://www.sos.wa.gov/charities/> If additional assistance is needed you may contact our office by emailing charities at: charities@sos.wa.gov

- **Organization Name:** Provide the organization's name. Once the UBI Number (9-digit Unified Business Identifier) is provided the name will be auto filled and greyed out. The name **must** match the business name on record.
- **FEIN (Federal Employer Identification Number):** Provide the organization's FEIN. If the organization does not have a FEIN, you can apply at <https://www.irs.gov/> **A FEIN is required for registration with the Charities Program.**
- **UBI Number:** Is a 9-digit number issued by several state agencies (OSOS, L&I, ESD, DOR-BLS etc.) which allows the organization to do business in Washington State.
- **Also Known As "AKA" Name(s):** Provide all names that the organization uses for solicitation.
- **Organization name look up:** The organization name will be pre-populated; if the name has changed select "look up" to ensure the new organization name is available.
- **Organization email:** Provide the email address for the general public to be able to contact the organization. Confirm the email address by entering again in the confirm organization email section. This email address will also receive notifications from our office.
- **Organization website:** If the organization has a website enter it the format of *www.website.com/org/net*.
- **Phone number:** Provide the phone number for the general public to be able to contact the organization, this may include an extension if applicable.
- **Mailing address:** Provide the mailing address of the organization. If outside of the united states, the country can be selected from the drop down menu. The screen parts will adjust to the country that is selected.
- **Street address:** Provide the physical address of the organization. If the same as the mailing address you may select the check box to autofill the street address. The street address cannot be a PO Box or PMB. If the organization does not have a physical address provide the zip, city, and state. If the state is Washington, the organization will need to provide the county as well.
- **Do you use any other addresses for solicitation:** If the organization uses different address(s) for solicitation from the mailing/street address select "Yes" and upload a list of the other addresses used.
- **Surety Bond:** A current surety bond is required for a Commercial Fundraiser soliciting in Washington State. If the expiration date has passed the fundraiser must upload a new bond and provide a new expiration date. **DO NOT** delete the previous bond that has already been submitted.



- **Financial information:** An “accounting year” is twelve consecutive months in duration; it generally begins on the first day of the first month and ends on the last day of the twelfth month.
 - If the organization has completed a full accounting year select “Yes”. Provide the fiscal year beginning date, the system will auto populate the ending date and complete the financial information requested. If either line item being requested has no financial information to report enter a zero.
 - If the organization has not completed a full accounting year select “No” and provide the first accounting year end date. This should be the last day of the twelfth month of the organization’s accounting year.
- **Did the organization solicit or collect contributions in WA during the accounting year reported?:** If the organization solicited or collected contributions in Washington State select “Yes” and indicate the types by selecting all that apply. If “Yes” a minimum of one type must be selected.
- **Is the Organization registered to fundraise outside of WA?:** If the organization is registered to fundraise in other states select “Yes” and provide the states and countries.
- **List 3 current officers or employees of the organization receiving the greatest compensation:** Provide the first and last name of the three people receiving the highest compensation. At least one person is required.
- **Persons accepting responsibility:** A minimum of one person or officer accepting responsibility for the organization must be provided. **At least one person/officer must be selected as “Responsible for organization’s activities in WA”.** Enter each person’s name, title, phone number, and address. If the person’s address and phone number are the same as the organization’s mailing address select “contact information same as organization” and this information will be pre-populated for you. After entering the information select “add new officer”, the name will be added to the persons accepting responsibility grid. You may follow these steps to add each person needed. Enter each name needed and do not upload a list.
- **Financial Preparer:** If financial information has been provided the system will require a financial preparer. Select if the financial preparer is a business or an individual. Provide all information, business name if applicable, first and last name, title, and address.
- **Legal Information:** *Legal Actions include any **administrative** or **judicial** proceedings alleging that the organization or any individual in its registration has failed to comply with these rules, [RCW 19.09](#), or state or Federal laws pertaining to taxation, revenue, charitable solicitation, or record-keeping, whether such action has been instituted by a public agency or a private person or business.*
 - Provide the court’s jurisdiction, case number, title of legal action, and the date of legal action then select “add legal information”. Multiple legal information can be provided. For each legal action upload the court documents under this section.
- **Commercial Fundraiser Subcontractors:** If the fundraiser uses a subcontractor (individual or business) to solicit on its or the charity it represents behalf select “Yes” and search for the subcontractor. If there is not a result for your search you are able to add the subcontractor information.
- **Charity Clients:** If the fundraiser solicits on behalf of any charity in Washington State select “Yes” and search for the charity. If there is not a result for your search you are able to add the charity information.
- **Return Address for this Filing:** If provided, the confirmation regarding this specific filing will be sent to this address, in addition to the organization’s mailing address.
- **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.
- 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.