



Trust Closure

Purpose: A Trust Closure is submitted if the organization has ceased operations and all assets have been distributed or if the organization determines it is no longer required to register.

If there are issues submitting the Trust Closure, 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

- **Effective date of closure:** Provide the date of the organization’s closure.
- **Financial information:** Provide the financial information for the fiscal year being requested. In the Financial Report if there is no financial information to report for a specific line enter zero. If the fiscal year is different from the year being requested or the beginning gross assets pre-populated from the previous fiscal year-end ending gross assets are incorrect a trust amendment and the amended tax document will need to be submitted by mail for review and successfully filed prior to being able to submit a renewal.
- **IRS tax document type: Prior to uploading the tax document remove the Schedule B.** If the file is larger than 10MB the tax document will need to be separated into multiple uploads in this section.
 - If the organization files a tax form that is not one of the options, we ask that you select 990N and our office will be able to update to “Other” when additional updates are made to our system.
- **Closure reasons:** Select the reason for closure. If the reason is due to the organization no longer existing the ending gross assets **must** be reflected as \$0. If the organization has not fully completed its operation it may be required to renew for another fiscal year until the final report has been completed and the ending gross assets reflect as \$0.
- **Closure attestation:** By selecting this box the organization attests that the organization is dissolved, and all assets have been distributed. If the reason for closure is not due to the organization ceasing operation, please still select this attestation and our office will be able to remove the attestation upon review.
- **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.
- **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 please select the organization’s submission and select check out, you will then be able to select “proceed to checkout”.
- 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.