



WASHINGTON
Secretary of State
Corporations & Charities Division

Corporations & Charities Division

Physical/Overnight address:

801 Capitol Way S
Olympia, WA 98501-1226

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PO Box 40234
Olympia, WA 98504-0234
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sos.wa.gov/corps

INSTRUCTIONS: ARTICLES OF CONVERSION NONPROFIT TO FOR-PROFIT RCW 24.03A.820

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 by contacting our office, to ensure you have the most recent version of the form.

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 for Articles of Conversion from a Washington Nonprofit or Nonprofit Professional Service Corporation to a Washington Profit Corporation is a total of \$190. This fee is broken down as \$10 for Articles of Conversion and \$180 for the Articles of Incorporation as a Profit Corporation.

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) Business Name: Provide the name as recorded with the Office of the Secretary of State of Washington.

(3) Charitable Assets: Select "Yes" if the Nonprofit Corporation holds assets for a charitable purpose as defined by [RCW 24.03A.010\(6\)](#) If "Yes" the select the attestation that the attorney general approved, or deemed to have approved, the for-profit conversion pursuant to [RCW 24.03A.770](#)

(4) Adoption of Articles of Conversion: Select how the Conversion was adopted by checking the appropriate box. If the second selection is made a date is required.

(5) Effective Date: Select the date this filing is to be effective. If "Date of Filing" is selected, the effective date will be the date the submission is completed by our office. A future effective date may be specified which may not be more than 90 days **after** the date of filing.

(6) Additional documents: It is required to submit the Articles of Incorporation pursuant to [RCW 23.B.02](#) This can be the form our office provides, or drafted Articles of Incorporation.

(7) 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.

(8) Authorized Person: Sign, print, provide the signer's title, and date the document.

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



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This Box For Office Use Only

- ☐ Filing Fee \$190
☐ To Expedite Filing, Add \$50

ARTICLES OF CONVERSION

Washington Nonprofit or Washington Nonprofit Professional Service Corporation To A Washington Profit Corporation

[RCW 24.03A](#)

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) CHARITABLE ASSETS:

Does the Nonprofit Corporation hold assets for charitable purposes? (Check one) ☐ Yes ☐ No

If "Yes" the attestation is required below. By selecting the check box the business attests that the statement is true and correct.

☐ The attorney general approved, or deemed to have approved, the for-profit conversion pursuant to [RCW 24.03A.770](#)

(4) **ADOPTION OF CONVERSION:** Check ONE of the following

☐ The Articles of For-Profit Conversion was duly adopted and approved by the members in the manner required by the Nonprofit Corporation's articles and bylaws, and by RCW 24.03A.

☐ The Nonprofit Corporation does not have members, or there are no members that have voting rights. The Articles of For-Profit Conversion received a majority vote of the directors in office during a meeting held _____.

(5) **EFFECTIVE DATE:** Check ONE of the following

☐ Date of filing ☐ Specify a date _____ (cannot be more than 90 days following received date)

(6) **The Articles of Incorporation and additional filing fees pursuant to RCW 23B.02 are attached.**

(7) RETURN ADDRESS FOR THIS FILING:

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: _____

(8) AUTHORIZED PERSON:

I hereby certify, under penalty of law, that the above information is accurate and complies with the filing requirements of state law.

Signature of Authorized Person

Printed Name/Title

Date