



## **INSTRUCTIONS: ARTICLES OF CONVERSION UPON DOMESTICATION FOREIGN FOR-PROFIT CORPORATION TO WASHINGTON NONPROFIT CORPORATION RCW 24.03A.840**

**Purpose:** Articles of Conversion Upon Domestication for a Foreign For-Profit to a Washington Nonprofit is used for a Foreign For-Profit to change their current home jurisdiction to be Washington State and convert its business entity type from a for-profit to a nonprofit within one resolution. Additional documents and fees will apply.

**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.

**Email:** An email address is required on all documents submitted to this office. Provide an email address for the registered agent AND the principal office as required.

**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 Upon Domestication from a Foreign For-Profit to a Washington Nonprofit or Nonprofit Professional Service Corporation is \$10. Additionally, the filing fees for incorporation of the Washington Nonprofit must be included.

**Expedited Service:** If expedited service is requested, an *additional* \$100 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 is only required if the Foreign Nonprofit is registered with the Secretary of State.

**(2) Name of Foreign Profit or Profit Professional Service Corporation:** Provide the name as recorded in the business entity's current jurisdiction.

**(3) Current Jurisdiction:** Provide the current jurisdiction of the Foreign Nonprofit Corporation.

**(4) Date of Incorporation in Current Jurisdiction:** Provide the date of incorporation in the business entity's current jurisdiction.

**(5) Name After Conversion Upon Domestication of Domestic Nonprofit:** Provide the name of the business as it will be recorded in Washington State.

**(6) Domestication Upon Conversion Attestation:** By the authorized person signing they are attesting that the domestication and conversion in this state was authorized as required by the laws of the jurisdiction in which the corporation was incorporated immediately before its domestication and conversion in Washington State.

**(7) Articles of Incorporation:** Articles of Incorporation for a Nonprofit Corporation or Nonprofit Professional Service Corporation are required to be submitted with the Articles of Conversion Upon Domestication.

**(8) 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.

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

For a rapid response to questions, requests for assistance, or to provide feedback, please visit the Corporations and Charities website at [www.sos.wa.gov/corporations](http://www.sos.wa.gov/corporations) to chat with a representative.



**WASHINGTON**  
**Secretary of State**  
Corporations & Charities Division

**Mailing Address (ALL USPS):** PO Box 40234 Olympia, WA 98504-0234

See website for overnight address by commercial carrier

Tel: 360.725.0377 | Website: [www.sos.wa.gov/corporations-charities](http://www.sos.wa.gov/corporations-charities)

**THIS BOX FOR OFFICE USE ONLY**

☐ **Filing Fee \$10**

☐ **To Expedite Filing, Add \$100**

**ARTICLES OF CONVERSION UPON DOMESTICATION**

Foreign For-Profit Corporation or Foreign For-Profit Professional Service Corporation

To A Washington Nonprofit Corporation or Washington Nonprofit Professional Service Corporation

[RCW 24.03A.840](#)

**All fields are REQUIRED unless otherwise specified**

**(1) UBI No.:** \_\_\_\_\_ (Required only if the Foreign For-Profit Corporation or Foreign For-Profit Professional Service Corporation is currently registered with the Office of Secretary of State)

**(2) NAME OF FOREIGN PROFIT OR PROFIT PROFESSIONAL SERVICE CORPORATION:**

**(3) CURRENT JURISDICTION:** \_\_\_\_\_

**(4) DATE OF INCORPORATION IN CURRENT JURISDICTION:** \_\_\_\_\_

**(5) NAME AFTER CONVERSION UPON DOMESTICATION OF DOMESTIC NONPROFIT:**

**(6) DOMESTICATION UPON CONVERSION ATTESTATION:** [RCW 24.03A.840](#)

**By the authorized person signing the business attests that the below statement is true and correct.**

- The Domestication and Conversion of the Corporation in this state was authorized as required by the laws of the jurisdiction in which the corporation was incorporated immediately before its domestication and conversion in Washington State.

**(7) ARTICLES OF INCORPORATION:**

- The Articles of Incorporation for a Washington Nonprofit Corporation or Washington Nonprofit Professional Service Corporation and additional filing fees pursuant to [RCW 24.03A](#) are attached.

**(8) 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:** \_\_\_\_\_

**(9) 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**