



INSTRUCTIONS: STATUS AS A PUBLIC BENEFIT NONPROFIT CORPORATION RCW 24.03A.245

Purpose: An Application for Status as a Public Benefit can be used by a Nonprofit Corporation or Nonprofit Professional Service Corporation to record its 501(c)(3) status with the State of Washington. Businesses that are not required to apply for but are qualified for the federal tax-exempt status can use this form to apply the Public Benefit designation per RCW 24.03A.245. 501c3 status is a federal tax-exempt status determined by the IRS through an application process. After this submission is successfully filed, the business entity will be flagged as a Public Benefit which is publicly viewable.

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 for download at www.sos.wa.gov/corporations

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. Existing email addresses will be used for notifications unless replaced via a filing with this office. Archived emails from previous filings will continue to be used for all notifications.

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 is \$20 for Status as a Public Benefit Nonprofit Corporation.

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 Number and name of the business **must** match our records in order to be accepted.

(2) Name of Nonprofit Corporation: Provide the name as recorded with the Office of the Secretary of State of Washington. The Name and UBI Number of the business **must** match our records to be accepted.

(3) Public Benefit Designation: Select "Yes" or "No" if the business chooses to add the term "Public Benefit" to its name. If "Yes", Public Benefit will be affixed to the end of the business name that is currently on record with our office.

(4) Basis for Public Benefit Designation: Select one option for the basis of Public Benefit Designation. If selecting that the business is not required to apply for tax exempt status, select the reason.

(5) 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

(6) 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 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

☐ Filing Fee \$20

☐ To Expedite Filing, Add \$100

THIS BOX FOR OFFICE USE ONLY

APPLICATION FOR STATUS AS A PUBLIC BENEFIT

Nonprofit Corporation

Nonprofit Professional Service Corporation

[RCW 24.03A.245](#)

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) PUBLIC BENEFIT DESIGNATION:

Does the Nonprofit Corporation choose to have the term Public Benefit affixed to its business name?

(Check one) ☐ Yes ☐ No

If Yes, the words “Public Benefit” will be affixed to the end of the current business name on record.

(4) BASIS FOR PUBLIC BENEFIT DESIGNATION:

Check **ONE** of the following basis: If applicable select a secondary basis.

- ☐ The Nonprofit Corporation has received from the IRS a letter of determination of tax exempt status under Section 501(c)(3).
- ☐ The Nonprofit Corporation is a business that is not required to apply for tax exempt status under Section 501(c)(3). Why is the Nonprofit Corporation not required to apply for tax exempt status?
- ☐ Church/Church Affiliated
- ☐ Government Entity
- ☐ Annual gross receipts normally \$5,000 or less

(5) RETURN ADDRESS FOR THIS FILING: (optional)

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:** _____

(6) 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