



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

Purpose: Articles of Conversion for a Washington Nonprofit to a Washington Profit Corporation is used for a non-charitable nonprofit corporation to change its business entity type to a profit corporation. 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. 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 for Articles of Conversion from a Washington Nonprofit or Nonprofit Professional Service Corporation to a Washington Profit Corporation is \$10. Additionally, the filing fees for incorporation of the Washington Profit 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 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.

(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" then 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 provided from the Secretary of State, or prepared (drafted) Profit 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.

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 \$10

☐ To Expedite Filing, Add \$100

THIS BOX FOR OFFICE USE ONLY

ARTICLES OF CONVERSION

Nonprofit Corporation or Nonprofit Professional Service Corporation

To A 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 (default) this is the date that the submission is completed by our office

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

(6) The Articles of Incorporation 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