Stay Up-to-Date with the Secretary of State

Nonprofit and charitable organizations need to register and stay up-to-date with the Office of the Secretary of State.

1. Check which type of organization you are.
2. Note your key dates.
3. Put those dates onto your organizational calendar.

- **Nonprofit Corporation**
  - **What is it:** A private corporation for which no part of the income is distributable to its members, directors or officers. It is formed to benefit the public, a specific group of people, or the membership of the nonprofit.
  - **Examples:** Labor union, chamber of commerce, social clubs, business leagues.
  - **Annual Requirements:**
    - **What:** Annual Report
    - **When:** Last day of organization’s incorporation month. A reminder will be sent to the registered agent at least 30 days prior to required filing date.
    - **Cost:** $10
  - Your incorporation date: _______________________
  - Your annual report filing date: ________________

- **Nonprofit and Charitable Organization**
  - **60% of charitable organizations are also nonprofit corporations.**
  - **They include many of the organizations we know providing direct service, supporting the arts, or advocating for causes.**
  - **They follow both sets of requirements to be in compliance with the Secretary of State.**

- **Charitable Organization**
  - **What is it:** An entity that solicits or collects contributions from the general public in Washington to be used to support a charitable purpose. May or may not be a corporate structure.
  - **In Washington, includes organizations that:**
    - Raise at least $50,000 annually in Washington; OR
    - Pay anyone to carry out the activities of the organization.
  - **Examples:** Education, health, social service, religious, cultural, and scientific organizations. **Examples that are NOT necessarily nonprofit corporations:** Individual fundraisers, out-of-state organizations, foreign corporations, some associations. Churches may register but are not required.
  - **Annual Requirements:**
    - **What:** Annual Renewal
    - **When:** No later than the last business day of the eleventh month after the end of the organization’s accounting year. Earlier reporting welcome!
    - **Cost:** $40

More information:
- [http://www.sos.wa.gov/charities/WanttoRenewYourCharitiesRegistrationEarly.aspx](http://www.sos.wa.gov/charities/WanttoRenewYourCharitiesRegistrationEarly.aspx)

ADD TO CALENDAR
...and don’t forget to update address changes if you move or change contact person.

Developed by: