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**

1. **What:** Annual Report
2. **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.
3. **Fee:** $20 (revenues <$500K/year)  
   $60 (revenues >$500K/year)

Your incorporation date: ________________________

Your annual report filing date: __________________

For example, an incorporation date of March 3, 2002 would have an annual report filing date of March 31 each year. File online!


### 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

**or individuals soliciting on behalf of organizations**

**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**

1. **What:** Annual Renewal
2. **When:** No later than the last business day of the eleventh month after the end of the organization's accounting year. Earlier reporting welcome!

   https://www.sos.wa.gov/corporations-charities/nonprofits-charities/renewal-deadlines

3. **Fee:** $40

Your accounting year end: ____________________________

Your charities filing date: ______________________________

For example, an accounting year end of Dec. 31, 2022 would have an annual renewal filing date of Nov. 30, 2023.

More information: https://www.sos.wa.gov/corporations-charities/nonprofits-charities/all-forms

### ADD TO CALENDAR

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

Developed by:

[Nonprofit Association of Washington](https://www.nawn.org)

[Washington Secretary of State: Corporations & Charities Division](https://www.sos.wa.gov/corporations-charities)