

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.

1



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.
- Fee:** \$20 (revenues <\$500K/year)
\$60 (revenues >\$500K/year)

2

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

- 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!
- Fee:** \$40

Your accounting year end: _____

Your charities filing date: _____

2

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

3



ADD TO CALENDAR

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

Developed by:



Nonprofit Association of Washington



WASHINGTON Secretary of State

Corporations & Charities Division

For more information, [visit the Office of the Secretary of State, Corporations & Charities Division website.](#)