

WASHINGTON



Secretary of State
Corporations & Charities Division

**Filing, Registering, and
Recording with the
Secretary of State**

What does the Secretary of State do?

Register 70-75 % of all
new WA State
businesses

Register Charities,
Charitable Trusts, and
Commercial
Fundraisers

Apostilles

Register State
Trademarks

Ministerial, no
regulatory or
enforcement authority

File public records
presented by the
customers according to
statutory requirements

Hold public records for
inspection

Prepare before registration

Complete your research and determine your business structure

- What are the taxes
- What are the liabilities
- Think long term, not what you are today but where you will be in 5 years

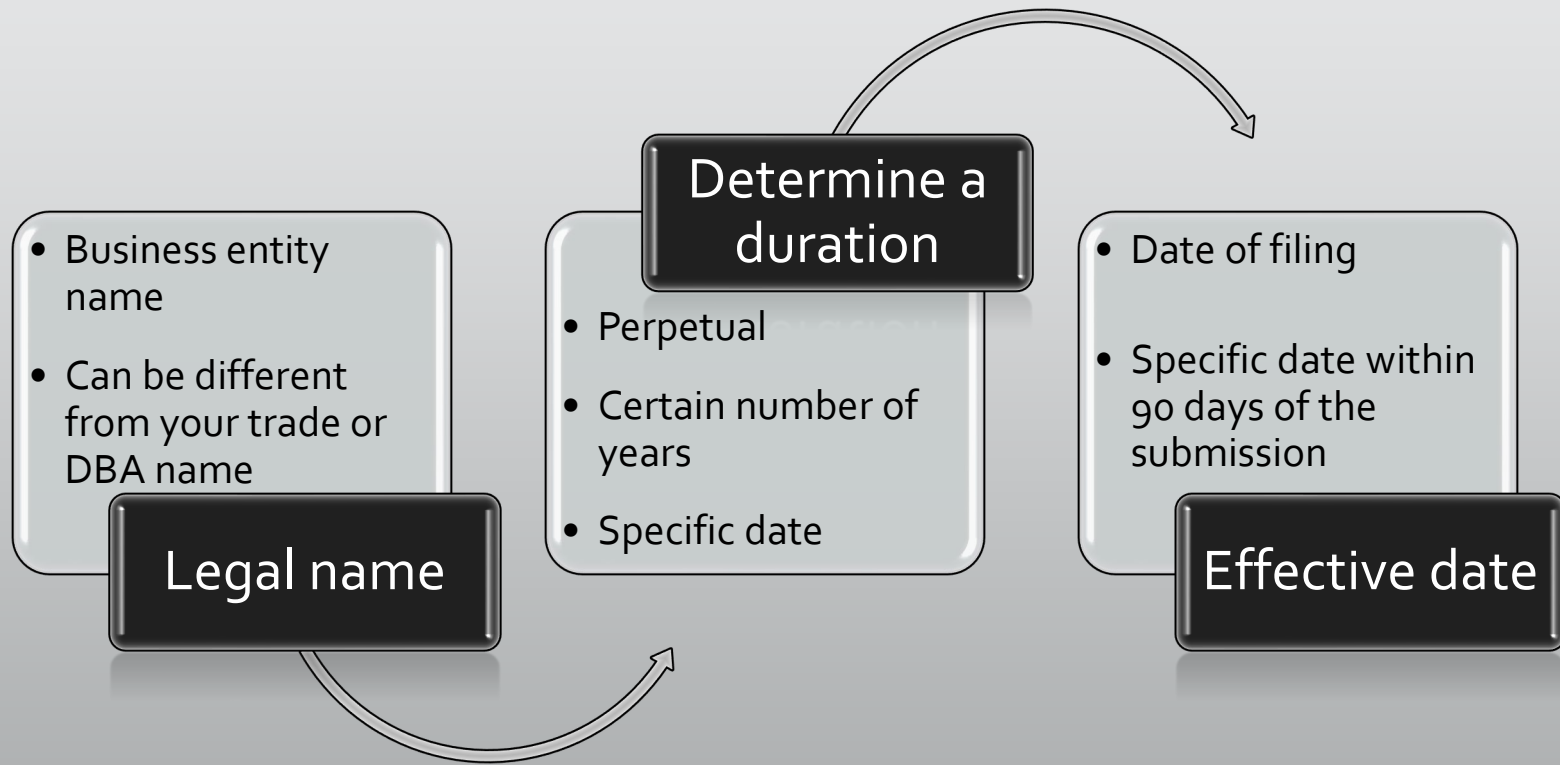
Create your business plan/generate internal governance documents

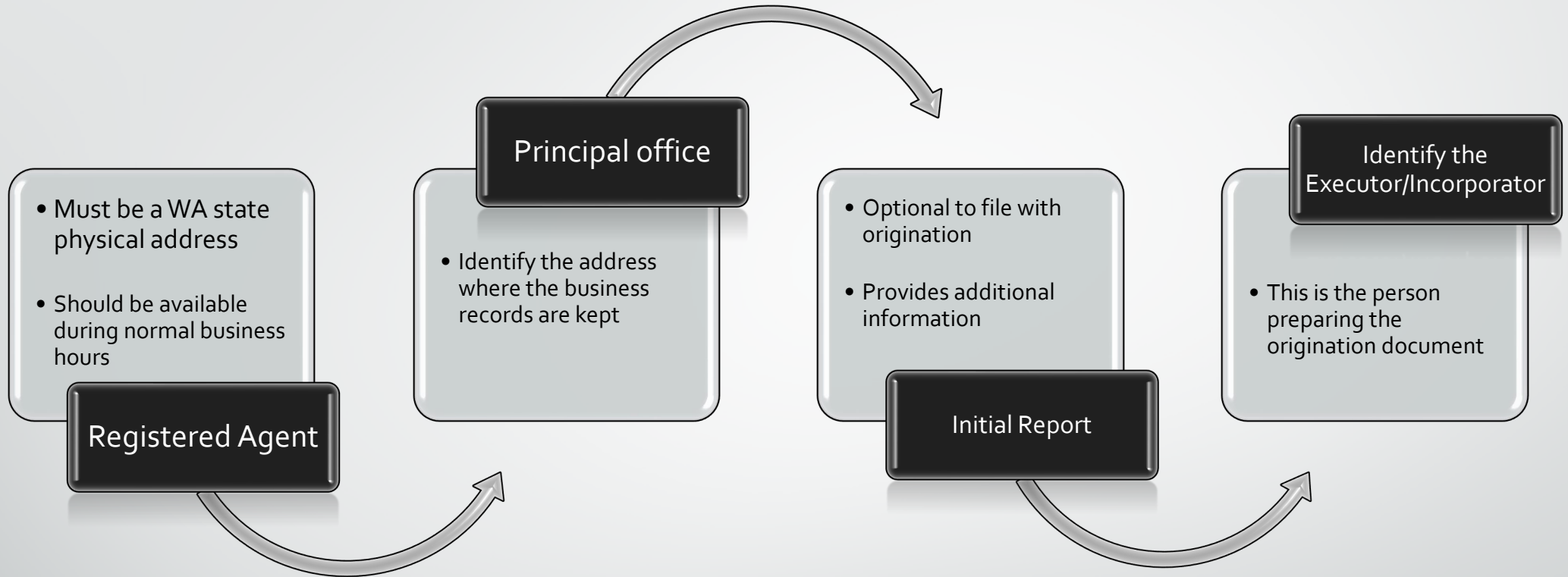
- Bylaws for incorporations
- Operating agreement for Limited Liability Companies

Utilize planning resources

- Small business development centers
- Small business association
- Small business handbook

Steps to create the legal entity





Steps to create the legal entity

Annual Reports

An annual report is due the anniversary month of formation even if there has been no activity

Annual reports contain basic updates and reporting questions required for the Department of Revenue

A reminder notice is emailed/mailed on the 1st of the previous month (about 60 days prior to being due)

Changes throughout the year

Statement of Change

- Used to update contact information for the registered agent; or to fully change the designated registered agent

Amended Annual Report

- Used to perform basic updates to information recorded through an annual report

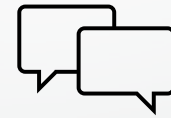
Amendment

- Small business development centers
- Small business association
- Small business handbook

How to contact our office with questions



Visit our website for all department contact information and additional resources:
www.sos.wa.gov/corporation-charities



Chat with one of our representatives by selecting the chat feature from our website
This is available between 9am – 4pm



Email: **corps@sos.wa.gov**



Talk with a representative by calling our office at: **360-725-0377**
Wait times vary based on volume

Constance Parbon

Charities, Nonprofits, Public & Government Affairs Administrator



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360-725-0348