



Office of the Secretary of State
Corporations & Charities Division

Nonprofit Corporation
See attached detailed instructions

This Box For Office Use Only

- Filing Fee \$10.00
- Filing Fee with Expedited Service \$60.00

UBI Number:

NONPROFIT CORPORATION ANNUAL REPORT
Chapter RCW 24.03

SECTION 1 (required)

NAME OF CORPORATION: *(as currently recorded with the Office of the Secretary of State)*

STATE or COUNTRY OF INCORPORATION: _____

SECTION 2 (agent information required)

NAME AND ADDRESS OF THE WASHINGTON STATE REGISTERED AGENT:

Name: _____

Physical Location Address (required):

City _____ WA Zip Code _____

Mailing or Postal Address (optional):

City _____ WA Zip Code _____

CONSENT TO SERVE AS REGISTERED AGENT: *(required if changes have been made)*

I consent to serve as Registered Agent in the State of Washington for the above named corporation. I understand it will be my responsibility to accept Service of Process on behalf of the corporation; to forward mail to the corporation; and to immediately notify the Office of the Secretary of State if I resign or change the Registered Office Address.

X _____
Signature of Registered Agent Printed Name Date

SECTION 3 (required for Foreign Entities)

ADDRESS OF THE PRINCIPAL OFFICE:

Street Address _____ City _____ State _____ Zip _____

PO Box _____ City _____ State _____ Zip _____

SECTION 4 (required every year)

BRIEFLY DESCRIBE THE AFFAIRS (NATURE OF BUSINESS) THE NONPROFIT CORPORATION IS CONDUCTING:

SECTION 5 (required every year)

NAME AND ADDRESS OF ALL CURRENT OFFICERS AND DIRECTORS:
(If necessary, attach additional names and addresses)

PRESIDENT: _____

Address: _____

City _____ State _____ Zip Code _____

VICE PRESIDENT: _____

Address: _____

City _____ State _____ Zip Code _____

SECRETARY: _____

Address: _____

City _____ State _____ Zip Code _____

TREASURER: _____

Address: _____

City _____ State _____ Zip Code _____

DIRECTOR: _____

Address: _____

City _____ State _____ Zip Code _____

(If necessary, attach additional names, titles and addresses)

SECTION 6 (required)

AUTHORIZED SIGNATURE (see instructions page)

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

X _____			
Signature	Printed Name and Title	Date	Phone

INSTRUCTIONS – NONPROFIT ANNUAL REPORT

Please complete all sections of the Nonprofit Annual Report. **USE DARK INK ONLY.** For an electronic, fillable version of this form, please visit our website at www.sos.wa.gov/corps

UBI Number: Enter your existing Unified Business Identifier (UBI Number) as currently recorded with the Office of the Secretary of State, in the box in the upper right hand corner of page 1.

Section 1: (required)

Indicate the Nonprofit Corporation name as currently registered with the Office of the Secretary of State

Section 2: (agent information is required; signature is also required when changes have been made)

All corporations must have a Registered Agent in Washington State. The Registered Agent may be an individual who is a resident of Washington State, or a business entity registered with the Secretary of State's office. The agent **must have** a physical address in Washington State where personal service of process may be made. An alternative mailing address may be used in addition to the physical address. The mailing address must also be in Washington State. **The Registered Agent must print his/her name or the agents name and sign the consent to serve as Registered Agent.**

Section 3: (foreign entities only)

Enter the address of the Nonprofit Corporation's principal place of business.

Section 4: (required even if no changes)

Briefly describe the nature of business being conducted by the Nonprofit Corporation.

Section 5: (required every year)

Please provide the full name and address of each officer. If necessary you may attach a sheet with additional names, titles, and addresses. **Do not** include social security numbers, federal tax identification or other personal identifiers.

Section 6: (required)

Signature required. Please provide the signature, name, title, date signed, and phone number of the individual authorized to sign the annual report.

FEES: The filing fee for Nonprofit Annual Report is \$10.00. If expedited service is requested, include an additional \$50.00 and write "EXPEDITE" on the outside of the envelope. Make checks or money orders payable to "Secretary of State". **(All fees are non-refundable)**

Mail completed forms and payment to:

Secretary of State
Corporations Division
801 Capitol Way S
PO Box 40234
Olympia WA 98504-0234

If you have questions, need assistance, or would like to provide feedback please visit the Corporations Division website at www.sos.wa.gov/corps or call 360-725-0377.

If your nonprofit organization is, or plans to fundraise from the public, it may also be required to register with the Charities Program of the Secretary of State. Registration with the Charities Program is separate from and in addition to filings required under corporate law; please visit the Charities Program Website at www.sos.wa.gov/charities to review the registration requirements and registration forms for Charitable Organizations.