

# Employee Giving Program

## Required Documents: Federations

### New Organizations

- Copy of your IRS tax-exempt status determination letter. [See example here](#) (.jpg)
- Completed copy of the King County Substitute W-9. Make sure it's the King County form, NOT the federal form, as shown below.
  - [Download blank King County Substitute W-9](#) (.pdf)
  - [Instructions for Businesses](#) (.pdf)

The image shows the King County Substitute W-9 form. It includes sections for Name (as shown on Invoice), Business Type (with checkboxes for Association, C-Corporation, S-Corporation, Disregarded Entity, Division, Government, Individual, Limited Liability Company, Non Profit, Partnership, S-Sole proprietor, and Trust/Estate), Business Registration Information, and Purchasing Location Information. A large green checkmark is overlaid on the form, indicating it is the correct form to use.

The image shows the federal W-9 form. It includes sections for Name of entity/individual, Business name/disregarded entity name, and checkboxes for federal tax classification (Individual/sole proprietor, C corporation, S corporation, Partnership, Trust/estate, LLC). A large red X is overlaid on the form, indicating it is not to be used.

### All Organizations

- PDF copy or screenshot of your listing with the Washington Corporations and Charities Filing System, showing current registration with the Charities Program. *To find your organization's listing, go to <https://ccfs.sos.wa.gov/#/cftSearch>, and make sure your file includes ORGANIZATION SUMMARY at the top, a status of Active, and a renewal date after the EGP application deadline.*

The image is a screenshot of the Washington Corporations and Charities Filing System. It shows an "ORGANIZATION SUMMARY" for "Happy Today". Key information includes: Organization Name: Happy Today, FEIN Number: 911234567, UBI N, Registration Number: 123456, Federal Tax Exempt Status: Yes, Federal Status Type: 501(c)(3), Status: Active, and Renewal Date: 11/30/2025. A blue arrow points to the title "ORGANIZATION SUMMARY" with the text "Must say 'ORGANIZATION SUMMARY'". Another blue arrow points to the renewal date "11/30/2025" with the text "This date must be after the application deadline".

- Completed Federation Worksheet. [Download here](#) (.xlsx)
- Organization logo (optional).