

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. A large green checkmark is overlaid on the form, indicating it is the correct version to use. The form includes sections for Name, Business Type, Business Registration Information, and Purchasing Location Information.

The image shows the federal W-9 form. A large red 'X' is overlaid on the form, indicating it is not to be used for this purpose. The form includes sections for Name, Business Name, and Exemptions.

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 'ORGANIZATION SUMMARY' page. A blue arrow points to the title 'ORGANIZATION SUMMARY' with the text 'Must say "ORGANIZATION SUMMARY"'. Another blue arrow points to the 'Renewal Date' field, which contains '11/30/2025', with the text 'This date must be after the application deadline'. The form displays the following information:

ORGANIZATION INFORMATION		
Organization Name:	Happy Today	FEIN Number: 911234567
Registration Number:	123456	Federal Tax Exempt Status: Yes
Also known as Names:	Name Happy Tomorrow	Federal Status Type: 501(c)(3)
Purpose/Mission of the Organization:	To bring happiness to the world.	Status: Active
		Renewal Date: 11/30/2025

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