

Employee Giving Program

Required Documents: Federations

New Organizations

- Copy of your IRS tax-exempt status determination letter. [See an example](#) (.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.
 - o [Downloadable blank King County Substitute W-9](#) (.pdf, 115 KB).
 - o [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 one 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. *Find your organization's listing via the [Charities Program search page](#), and make sure your file includes ORGANIZATION SUMMARY at the top, a status of Active, and a renewal date after the EGP application deadline.*

ORGANIZATION SUMMARY

Must say "ORGANIZATION SUMMARY"

ORGANIZATION INFORMATION

Organization Name: HAPPY TODAY	FEIN Number: 911234567	UBI Number:
Registration Number: 123456	Federal Tax Exempt Status: Yes	Is this Charitable Organization associated with any Corporation or LLC?
Purpose/Mission of the Organization: TO BRING HAPPINESS TO THE WORLD	Federal Status Type: 501(c)(3)	

Status: Active

Status = Active

Renewal Date: 11/30/2026

This date must be after the application deadline

Example for illustrative purposes only.

- Completed Federation Worksheet. [Download this year's worksheet](#) (.xlsx, 61.5 KB).
- Organization logo (optional).