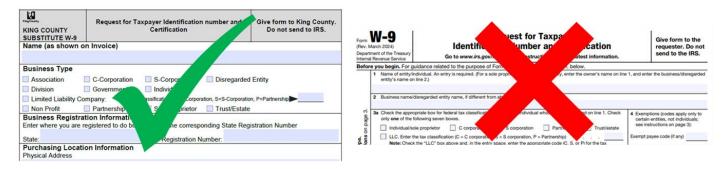
## **Required Documents: Federations**

## **New Organizations**

- Copy of your IRS tax-exempt status determination letter. <u>See example here</u> (.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 Download blank King County Substitute W-9 (.pdf)
  - o Instructions for Businesses (.pdf)



## 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 <u>https://ccfs.sos.wa.gov/#/cftSearch</u>, 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 SUM	IMARY Must	say "ORGANIZATION	SUMMARY"	
ORGANIZATION INFORMATION				
Organization Name:	Happy Today	FEIN Number:	911234567	UBI N
Registration Number:	123456	Federal Tax Exempt Status:	Yes	Is this Organ
Also known as Names:	Name	Federal Status Type:	501(c)(3)	registered in the Wash
	Happy Tomorrow			Juris
Purpose/Mission of the Organization:	To bring happiness to the world.	Status: Renewal Date:		This date must be <b>after</b> the application deadline

- Completed Federation Worksheet. <u>Download here</u> (.xlsx)
- □ Organization logo (optional).