

Employee Giving Program

Required Documents: Governmental Units

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)

Request for Taxpayer Identification number and Certification
 KING COUNTY SUBSTITUTE W-9
 Name (as shown on Invoice)
 Business Type
 Business Registration Information
 Purchasing Location Information

W-9
 Form (Rev. March 2024)
 Department of the Treasury
 Internal Revenue Service
 Go to www.irs.gov for the latest information.
 Before you begin, For guidance related to the purpose of Form W-9, see the instructions that accompany this form.
 1 Name of entity/individual. An entry is required. (For a sole proprietorship, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
 2 Business name/disregarded entity name, if different from above.
 3a Check the appropriate box for federal tax classification: Individual who is not an individual who is a sole proprietor, S corporation, C corporation, Partnership, Trust/estate, LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership).
 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)

- Documentation of authorization of the unit to solicit and accept donations.
- Proof of separate fund or account.
- Documentation of the tax-deductibility of contributions to that separate fund.

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.*

ORGANIZATION SUMMARY
 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 Orga registered in the:
 Also known as Names: Name
 Happy Tomorrow
 Federal Status Type: 501(c)(3)
 Wash
 Status: Active
 Renewal Date: 11/30/2023
 This date must be after the application deadline
 Purpose/Mission of the Organization: To bring happiness to the world.
 Juris