

# 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.
  - o [Download blank King County Substitute W-9](#) (.pdf)
  - o [Instructions for Businesses](#) (.pdf)

**KING COUNTY SUBSTITUTE W-9**  
Request for Taxpayer Identification number and Certification  
Give form to King County. Do not send to IRS.

Name (as shown on Invoice)

Business Type  
 Association    C-Corporation    S-Corporation    Disregarded Entity  
 Division    Government    Individual  
 Limited Liability Company    Partnership    Sole Proprietor    Trust/Estate  
 Non Profit    Partnership    Sole Proprietor    Trust/Estate

Business Registration Information  
Enter where you are registered to do business and the corresponding State Registration Number

State: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Purchasing Location Information  
Physical Address

**W-9**  
Form (Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

Request for Taxpayer Identification Number and Certification  
Go to [www.irs.gov](http://www.irs.gov) for instructions and the latest information.  
Give form to the requester. Do not send to the IRS.

Before you begin, For guidance related to the purpose of Form W-9, see the instructions.

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 of the individual who is providing the information on line 1. Check only one of the following seven boxes.  
 Individual/sole proprietor    C corporation    S 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**

ORGANIZATION INFORMATION

Organization Name: Happy Tomorrow      FEIN Number: 911234567      UBI: N

Registration Number: 123456      Federal Tax Exempt Status: Yes      Is this Org registered in the: Wash

Also known as Names: Name: Happy Tomorrow      Federal Status Type: 501(c)(3)      Juris

Purpose/Mission of the Organization: To bring happiness to the world.      Status: Active      Renewal Date: 11/30/2023

**Must say "ORGANIZATION SUMMARY"**

**This date must be after the application deadline**