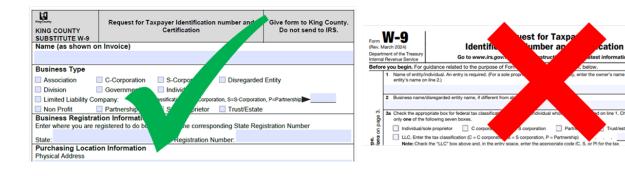


Employee Giving Program

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 <u>Instructions for Businesses</u> (.pdf)



- ☐ 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.*

