

Employee Giving Program

Required Documents: Independent Nonprofit Organizations

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

Name (as shown on Invoice)

Business Type

Association C-Corporation S-Corporation Disregarded Entity

Division Government Individual

Limited Liability Company: S-Corporation, S-S-Corporation, P=Partnership

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

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: 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) _____

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 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** Federal Status Type: 501(c)(3) Wash

Happy Tomorrow Juris

Purpose/Mission of the Organization: To bring happiness to the world. Status: Active

Renewal Date: 11/30/2025