

## **Employee Giving Program**

## Required Documents: Independent Nonprofit Organizations

## **New Organizations**

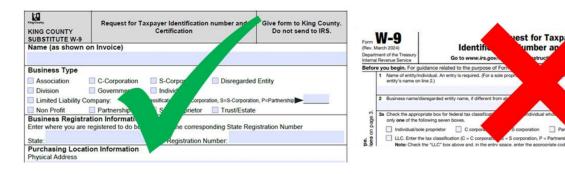
- Copy of your IRS tax-exempt status determination letter. See example here (.jpg)
- Completed copy of the King County Substitute W-9. Make sure it's the King County form, NOT the federal form, as shown below.

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- Download blank King County Substitute W-9 (.pdf)
- 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 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.

