

Employee Giving Program

Required Documents: Independent Nonprofit Organizations

New Organizations

- Copy of your IRS tax-exempt status determination letter. [See an example](#) (.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.
 - [Downloadable blank King County Substitute W-9](#) (.pdf, 115 KB).
 - [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

Form W-9
(Rev. March 2004)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification number and Certification

Name of entity/individual

Business name/disregarded entity name, if different from above

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)

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. *Find your organization's listing via the [Charities Program search page](#), 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 Number:

Registration Number: 123456 Federal Tax Exempt Status: Yes Is this Charitable Organization associated with any Corporation or LLC?

Purpose/Mission of the Organization: TO BRING HAPPINESS TO THE WORLD Federal Status Type: 501(c)(3)

Status: Active ← **Status = Active**

Renewal Date: 11/30/2026 ← **This date must be after the application deadline**

Example for illustrative purposes only.