

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)

The image shows the King County Substitute W-9 form. A large green checkmark is overlaid on the form, indicating it is the correct form to use. The form includes sections for Business Type, Business Registration Information, and Purchasing Location Information.

The image shows the federal W-9 form. A large red X is overlaid on the form, indicating it is not to be used. The form includes sections for Name of entity/individual, Business name/disregarded entity name, and Exemptions.

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.*

The image shows the ORGANIZATION SUMMARY page from the Washington Corporations and Charities Filing System. A blue arrow points to the title "ORGANIZATION SUMMARY" with the text "Must say 'ORGANIZATION SUMMARY'". Another blue arrow points to the "Renewal Date" field, which contains "11/30/2025", with the text "This date must be after the 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 Happy Tomorrow	Federal Status Type: 501(c)(3)	Wash Juris
Purpose/Mission of the Organization: To bring happiness to the world.	Status: Active	
	Renewal Date: 11/30/2025	