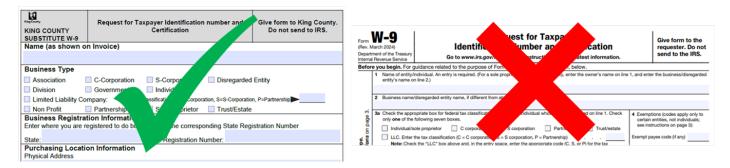
## King County Employee Giving Program

## Required Documents: Independent Nonprofit Organizations

## **New Organizations**

- Copy of your IRS tax-exempt status determination letter. <u>See example here</u> (.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 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 <u>https://ccfs.sos.wa.gov/#/cftSearch</u>, 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 SUM	IMARY	Must say "ORGANIZATION	SUMMARY"	
ORGANIZATION INFORMATION				
Organization Name:	Happy Today	FEIN Number:	911234567	UBI N
Registration Number:	123456	Federal Tax Exempt Status:	Yes	Is this Organ registered in the
Also known as Names:	Name	Federal Status Type:	501(c)(3)	Wash
	Happy Tomorrow			Juris
		Status:	Active	
Purpose/Mission of the Organization:	To bring happiness to the world	d. Renewal Date:	11/30/2025	This date must be <b>after</b> the application deadline