



INSTRUCTIONS: ARTICLES OF CONVERSION NONPROFIT CORPORATION TO A PROFIT CORPORATION RCW 24.03A.820

Purpose: Articles of Conversion for a Washington Nonprofit to a Washington Profit Corporation is used for a non-charitable nonprofit corporation to change its business entity type to a profit corporation. Additional documents and fees will apply.

General Instructions: Use dark ink only. Complete the entire form and enter all requested information in the fields provided. A fillable .pdf version of this form is available by contacting our office, to ensure you have the most recent version of the form.

Mail: Send the completed form and payment to the address listed above.

Payment: Make checks or money orders payable to "Secretary of State." Checks cannot be backdated more than 60 days from the date the check is received.

Fees: The filing fee for Articles of Conversion from a Washington Nonprofit or Nonprofit Professional Service Corporation to a Washington Profit Corporation is \$10. Additionally, the filing fees for incorporation of the Washington Profit must be included.

Expedited Service: If expedited service is requested, an *additional* \$100 must be added to the filing fee. Check the box indicating expedited service on page one.

ALL FILING FEES ARE NON-REFUNDABLE. ALL DOCUMENTS ARE PUBLIC RECORD.

(1) Unified Business Identifier (UBI): Provide the UBI Number assigned to the business registration as on file with the Office of the Secretary of State of Washington. The UBI Number and name of the business **must** match our records in order to be accepted.

(2) Name of Nonprofit Corporation: Provide the name as recorded with the Office of the Secretary of State of Washington.

(3) Charitable Assets: Select "Yes" if the Nonprofit Corporation holds assets for a charitable purpose as defined by [RCW 24.03A.010\(6\)](#) If "Yes" then select the attestation that the attorney general approved, or deemed to have approved, the for-profit conversion pursuant to [RCW 24.03A.770](#)

(4) Adoption of Articles of Conversion: Select how the Conversion was adopted by checking the appropriate box. If the second selection is made a date is required.

(5) Effective Date: Select the date this filing is to be effective. If "Date of Filing" is selected, the effective date will be the date the submission is completed by our office. A future effective date may be specified which may not be more than 90 days **after** the date of filing.

(6) Additional documents: It is required to submit the Articles of Incorporation pursuant to [RCW 23.B.02](#) This can be the form provided from the Secretary of State, or prepared (drafted) Profit Articles of Incorporation.

(7) Return Address for this Filing: If provided, the confirmation regarding this specific filing will be sent to this address, in addition to the Registered Agent's address.

(8) Authorized Person: Sign, print, provide the signer's title, and date the document.

For a rapid response to questions, requests for assistance, or to provide feedback, please visit the Corporations and Charities website at www.sos.wa.gov/corporations to chat with a representative.



WASHINGTON Secretary of State

Corporations & Charities Division

Overnight address by commercial carrier: 801 Capitol Way S Olympia, WA 98501-1226

Mailing Address (ALL USPS): PO Box 40234 Olympia, WA 98504-0234

Tel: 360.725.0377 | Website: www.sos.wa.gov/corporations-charities

- Filing Fee \$10
To Expedite Filing, Add \$100

THIS BOX FOR OFFICE USE ONLY

ARTICLES OF CONVERSION

Nonprofit Corporation or Nonprofit Professional Service Corporation
To A Profit Corporation

RCW 24.03A

All fields are REQUIRED unless otherwise specified

(1) UBI No.: _____

(2) NAME OF NONPROFIT CORPORATION: (as currently recorded with the Office of the Secretary of State)

(3) CHARITABLE ASSETS:

Does the Nonprofit Corporation hold assets for charitable purposes? (Check one) Yes No
If "Yes" the attestation is required below. By selecting the check box the business attests that the statement is true and correct.

The attorney general approved, or deemed to have approved, the for-profit conversion pursuant to RCW 24.03A.770

(4) ADOPTION OF CONVERSION: Check ONE of the following

- The Articles of For-Profit Conversion was duly adopted and approved by the members in the manner required by the Nonprofit Corporation's articles and bylaws, and by RCW 24.03A
The Nonprofit Corporation does not have members, or there are no members that have voting rights. The Articles of For-Profit Conversion received a majority vote of the directors in office during a meeting held _____.

(5) EFFECTIVE DATE: Check ONE of the following

- Date of filing (default) this is the date that the submission is completed by our office
Specify a Date _____ (cannot be more than 90 days following received date)

(6) The Articles of Incorporation pursuant to RCW 23B.02 are attached.

(7) RETURN ADDRESS FOR THIS FILING:

If provided, the confirmation regarding this specific filing will be sent to the address below, in addition to the Registered Agent's address.

Attention: _____ Email: _____
Address: _____
City: _____ State: _____ Zip: _____

(8) AUTHORIZED PERSON:

I hereby certify, under penalty of law, that the above information is accurate and complies with the filing requirements of state law.

Signature of Authorized Person

Printed Name/Title

Date