WASHINGTON
Secretary of State
Corporations & Charities Division

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Physical/Overnight address:
801 Capitol Way S
Olympia, WA 98501-1226
General contact information:
sos.wa.gov/contactinfo

Charity Optional Closure

Purpose: A Charity Optional closure is submitted if the organization has stopped solicitation and/or receiving donations from the general public in Washington State. Or if the organization has permanently ceased operations.

If there are issues submitting the Charity Optional Closure, please review our Online Instructions Frequently Asked Questions on our website at: https://www.sos.wa.gov/charities/ If additional assistance is needed you may contact our office by emailing charities at: charities@sos.wa.gov

- **Effective date of closure:** Provide the date of the organization's closure.

- **Financial information:** Provide the financial information for the fiscal year being requested. In the Solicitation Report if there is no financial information to report for a specific line enter zero. If the fiscal year is different from the year being requested or the beginning gross assets pre-populated from the previous fiscal year-end ending gross assets are incorrect a fundraiser amendment will need to be submitted for review and successfully filed prior to being able to submit a closure.

- **Closure reasons:** Select the reason for closure.

- **Solicitation comments:** If necessary, provide additional information regarding the financial figures reported in the solicitation report.

- **Return Address for this Filing:** If provided, the confirmation regarding this specific filing will be sent to this address, in addition to the organization's mailing address.

- **Upload additional documents:** This section is used to upload additional documents as needed.

- **Signature/Attestation:** Select the box next to "by executing this document, the applicant certifies the following". Provide the first and last name and a contact phone number.

- When completed you will be able to select continue and be brought to a review screen, confirm that all information is correct and then select add to the cart.

- Once at the shopping cart please select the organization's submission and select check out, you will then be able to select "proceed to checkout".

- Once at the checkout screen provide the payment information and place your order.

- There are no additional processing fees for using our online filing system when filing Charities Program documents. Once the registration is completed, either automatically or once it is reviewed by a charities team member, you will be able to access the organization's confirmation letter and file stamped documents under the "notices and filed documents" tab on the user dashboard.