

INSTRUCTIONS – REPORT OF MERGER (CHARITABLE ORGANIZATION)

General Instructions: Complete the entire form or type "N/A" if not applicable and check boxes where indicated. Incomplete forms will not be accepted. Do not staple or bind form or its attachments. Please clearly label all attachments with the section number to which they correspond. Unless otherwise specified, all questions should be answered in the present tense, with current information.

Page 1: Check the Expedited Service box to request priority processing within two working days of receipt or soon thereafter as possible; an additional \$50 fee applies.

Provide the effective date of the merger on the lines provided.

Section 1: Enter the full name of the surviving organization. If reporting a name change, provide the organization's former name on the line indicated. Name use restrictions may apply please refer to RCW 19.09.100(9) & (10), RCW 19.09.230.

Enter the organization's 1-5 digit registration number on the line provided in Section 1 and the line located in the top margin of page 2. Your registration number can be obtained by conducting an online search at <http://www.sos.wa.gov/charities/search.aspx>

Enter the 9-digit Federal EIN (aka FEIN, taxpayer ID number) assigned to the surviving organization by the Internal Revenue Service.

If the surviving organization is structured as a Nonprofit Corporation in Washington State, provide its 9-digit Unified Business Identifier (UBI) number on the lines provided. Organizations that are incorporated in states other than WA may also be assigned UBI numbers under certain conditions and, if so, should report them in Section 1.

Enter the full begin and end dates of the surviving organization's accounting year on the lines provided.

Provide the surviving organization's telephone number and mailing address. If the organization has an email and/or web address, please enter them on the lines provided.

Section 2: Enter the full name and registration number of the non-surviving organization that merged into the surviving organization on the lines provided in Section 2. Your registration number can be obtained by conducting an online search at <http://www.sos.wa.gov/charities/search.aspx>

Enter the 9-digit Federal EIN (aka FEIN, taxpayer ID number) assigned to the non-surviving organization by the Internal Revenue Service.

If the non-surviving organization is structured as a Nonprofit Corporation in Washington State, provide its 9-digit Unified Business Identifier (UBI) number on the lines provided. Organizations that are incorporated in states other than WA may also be assigned UBI numbers under certain conditions and, if so, should report them in Section 2.

Provide the non-surviving organization's mailing address.

Section 3: List any Also Known As names the surviving organization uses/will use to solicit contributions in WA on the lines provided; these may include acronyms, DBAs, abbreviations, program names, etc. Attach an additional sheet, if needed. Name use restrictions may apply; please refer to RCW 19.09.100(9), RCW 19.09.230. Do not list the name of any other charitable organization as an AKA even if they are under your supervision or control. Entities with a separate existence for legal or tax purposes must register independently.

Section 4/Signature: A signature and date are required. This form may be signed by the organization's President, Treasurer or a comparable officer. In the absence of officers, a person responsible for the organization may sign. By signing this form, the applicant affirms that the information contained therein is correct.

Submissions are Subject to Public Review: Do not include social security numbers or other personal identifiers, bank account information or statements with this form or its attachments.

Please do not enclose a copy of the organizations' IRS Form 990, 990PF, 990EZ or audited financial statements.

If **Expedited Service** is requested, include an additional \$50.00 fee and write the word "**EXPEDITE**" in large, bold letters on the outside of the envelope. Make checks or money orders payable to "Secretary of State." All fees are non-refundable.

Mail completed forms and payment to: Secretary of State, Charities Program PO Box 40234 Olympia, WA 98504-0234
For overnight/express mail carriers use: Secretary of State, Charities Program 801 Capitol Way S Olympia, WA 98501

Please contact the Charities Program at charities@sos.wa.gov or 360-725-0378 if you have any questions or need assistance.