



Fundraising Service Contract Registration

Purpose: A Fundraising Service Contract Registration is submitted when a Charity and a Commercial Fundraiser enter into a contract for the Commercial Fundraiser to solicit on behalf of the Charity in Washington State. This is submitted under the Charity and the person submitting must have authorization to submit on behalf of the Charity.

If there are issues submitting the Fundraising Service Contract Registration please contact our office by emailing charities at: charities@sos.wa.gov

- **Commercial Fundraiser:** Search for the commercial fundraiser by registration number, FEIN, UBI number, or the fundraiser name. If there is not a result for your search you are able to add the commercial fundraiser information.
- **Subcontractors Utilized to Conduct Solicitations:** This section is used to provide a list of subcontractors that the commercial fundraiser may use for this contract. All subcontractors are required to be registered with our office as a commercial fundraiser. Search for the subcontractor by registration number, FEIN, UBI number, or the subcontractor name. If there is not a result for your search you are able to add the commercial fundraiser information.
- **Fundraising Service Contract Term Dates:** Enter in the dates that the contract begins and the date services will begin. If the contract is not perpetual the contract end date and the date services will end are required to be entered.
- **Charities Fundraiser Service Contract:** The supplement form that is required to be uploaded to this section is available on our website at: sos.wa.gov/charities/allforms
- **Contract Between the Charitable Organization and the Commercial Fundraiser:** Upload the contract that is signed by both the Charity and the Fundraiser. If the contract uploaded is not signed by both parties the submission will be returned. The contents that are required to be within the contract can be found under [RCW 19.09.097](#) By submitting this form the Charity and Fundraiser are attesting that all items required in the contract are present.
- **Return Address for this Filing:** If provided, the confirmation regarding this specific filing will be sent to the email address, in addition to the organization's email address on record.
- **Upload additional documents:** This section is used to upload additional documents as needed. Our office does not require a charity's federal tax document.
- **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 select the organization's submission and select check out, you will then be able to review the amount to be paid and select "proceed to checkout". The system will automatically calculate the fees that will need to be submitted once added to your cart.
- 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 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.