



November 30, 2016

XYZ Association
123 Anywhere Street
Anyplace, WA 10000

SAMPLE LETTER

Charities Registration Number: 123450

Dear XYZ Association,

Thank you for submitting charities registration documents on behalf of XYZ Association. Your submission has been received and filed.

Renewal documents for XYZ Association will be due on or before **August 31, 2017** and must be **received** (not postmarked) by the last business day of the month. We will send a reminder to the mailing address on file approximately 60 days before the renewal deadline. You may download a Charitable Organization Registration / Renewal form at any time from our website.

Additional requirements:

Report any changes to your information by submitting a Charitable Organization or Combined Fund Drive Amendment form available on our website. (No filing fee.)

Make sure all solicitations include the required disclosure information as described in the Charitable Solicitations Act, RCW 19.09.100.

Submit each commercial fundraiser contract, a Fundraising Service Contract Registration Form and a \$20 filing fee before fundraising begins.

Determine if the organization is a "trustee" as defined under the Charitable Trust Act, RCW 11.110.020. If so, it may be subject to the Act and required to register as a "charitable trust."

Visit the Combined Fund Drive (CFD) www.cfd.wa.gov to complete the registration process if the organization wishes to take part in the CFD.

Please contact our office at charities@sos.wa.gov or (360) 725-0378 if you have any questions.

Sincerely,

Charities Program
www.sos.wa.gov/charities

This confirmation letter is the organization's proof of current registration. Please retain a copy for your records. A replacement confirmation letter can be purchased online at www.sos.wa.gov/charities/letter.aspx or obtained directly from the Charities Program for a \$5 fee.