



Office of the Secretary of State
Corporations & Charities Division

Washington Nonprofit Corporation

See attached detailed instructions

This Box For Office Use Only

- ☐ Standard Filing Fee \$20.00
- ☐ Filing Fee with Expedited Service \$70.00

UBI Number:

ARTICLES OF AMENDMENT

Chapter 24.03 RCW

SECTION 1

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

SECTION 2

ARTICLES OF AMENDMENT WERE ADOPTED BY: (please check and complete one of the following)

- ☐ The amendment was adopted by a meeting of members held: (Date) _____
A quorum was present at the meeting and the amendment received at least two-thirds of the votes which members present or represented by proxy were entitled to cast.
- ☐ The amendment was adopted by a consent in writing and signed by all members entitled to vote.
- ☐ There are no members that have voting rights. The amendment received a majority vote of the directors at a board meeting held: (Date) _____

SECTION 3

AMENDMENTS TO ARTICLES ON FILE: (if necessary, attach additional information)

SECTION 4

EFFECTIVE DATE OF ARTICLES OF AMENDMENT: (please check one of the following)

- ☐ Upon filing by the Secretary of State
- ☐ Specific Date: _____ (Specified effective date must be within 30 days AFTER the Articles of Amendment have been filed by the Office of the Secretary of State)

SECTION 5

SIGNATURE: (see instructions page)

This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.

X _____

Signature **Printed Name and Title** **Date** **Phone**



INSTRUCTIONS – NONPROFIT ARTICLES OF AMENDMENT

Please complete all sections of the Articles of Incorporation. . **USE DARK INK ONLY.** For an electronic, fillable version of this form, please visit our website at www.sos.wa.gov/corps

UBI Number: Please enter your existing Unified Business Identifier (UBI Number) as currently recorded with the Office of the Secretary of State, in the box in the upper right hand corner of page 1.

Section 1

Indicate the corporation's name as it currently is recorded with the Office of the Secretary of State.

Section 2

Using one of the three choices offered in this section, indicate how the amendment was adopted. If selecting either the first or third choice you must provide the date of adoption in the space provided.

Section 3

Indicate the text of your amendment here: If necessary, include an attachment with more detail. **Do not use this form to update officers, directors, or the principal place of business. Please contact our office for the appropriate form 360-725-0377.**

Section 4

Choose either upon filing by the secretary of state or you may indicate an effective date. The effective date can be up to 30 days AFTER filing of the Articles of Amendment by the Office of the Secretary of State.

Section 5

The signer **must** be an officer (President, Vice President, Secretary or Treasurer) or an official with authorized capacity on behalf of the corporation.

Additional Information:

FEES: The filing fee for Articles of Amendment is \$20.00. If expedited service is requested, include an additional \$50.00 and write "EXPEDITE" on the outside of the envelope. Make the checks or money orders payable to "Secretary of State". **(ALL fees are non-refundable)**

Important Note: If your nonprofit organization is currently fundraising, or plans to fundraise from the public, it may also be required to register with the Charities Program of the Secretary of State. Registration with the Charities Program is separate from and in addition to filings required under corporate law. Please visit the Charities Program website at www.sos.wa.gov/charities/ to review the registration requirements and forms for Charitable Organizations.

Mail completed forms and payment to:

Secretary of State
Corporation Division
801 Capitol Way S
PO Box 40234
Olympia WA 98504-0234

If you have questions, need assistance, or would like to provide feedback please visit the Corporations Division website at www.sos.wa.gov/corps or call 360-725-0377.

