



RESPONSE REQUIRED

ANNUAL CORPORATION REPORT

To file an online renewal please go to the Secretary of State Corporation Division website at <http://www.sos.wa.gov/corps/NonprofitCorporations.aspx> , choose **RENEW a Nonprofit Corporation ONLINE** and then **Proceed to File Annual Report**. Please complete the Nonprofit Renewal and submit with the renewal fee of \$10.00 (payment by Visa or MasterCard credit or debit card only) no later than **no later than the last day of your anniversary month**.

Below are some instructions to help you complete this Renewal or an Amended Annual Report:

1. Please register the email address of the person submitting this Renewal.
2. Enter your UBI Number which may be found on the Corporations Division website. Please click on **Search** for your Corporation Name and UBI Number.
3. Please make a note of the **FS ID Number** (a confirmation number).
4. In the left side of the screen, you will see **Steps** and a listing of items that will need to be either verified or updated.
5. **Registered Agent Consent**: Because WSPTA is the registered agent for your PTA/PTSA check the box that states "**I am not the registered agent**". If your PTA/PTSA does not have a signed consent form from WSPTA in your records, please contact Tatia Vasbinder at tvvasbinder@wastatepta.org.
6. **Registered Agent**: If you want WSPTA to continue being your registered agent then click on **Entity** and verify that our legal name of **Washington Congress of Parents and Teachers** is listed. Our address is **2003 65th Ave W, Tacoma WA 98466-6215**
7. **Officers**: Verify and update all elected officers. Washington State Law requires that you have at least a president and secretary. They must **not** be the same person. You may use the school address for all officers if you prefer.
8. **Place of Business**: Use the school's address – or, the address of the location where most of the PTA's meetings are held.
9. **Purpose**: You may select **Educational** or add this statement of purpose: "**Working for the health, welfare, safety, education, care, and protection of children.**"
10. **Signature**: Choose a listed President, Vice President, Secretary or Treasurer.
11. **Confirmation**: Please make sure the application is **accurate**, as your fee may not be refundable once submitted.
12. **Click on Complete & Continue**: Complete the credit or debit card information. You will receive a Validation ID after submission. Please keep this.

13. You will have the opportunity to print out a copy of the renewal for your records.

As an alternative to the online renewal, you can download the renewal form also from the Secretary of State's website (click [here](#) to pull up the form). You can either complete the form online then print it (the system will not save your information) **or** print the blank form and fill it out in pen. The printed and signed form along with a check or money order for the \$10.00 renewal fee must be received by the Corporations Division of the Secretary of State's office **no later than last day of your anniversary month.**