



INSTRUCTIONS: CERTIFICATE TO RESTATED ARTICLES – NONPROFIT RCW 24.03A.670

Purpose: Certificate to Restated Articles is used as a supplemental submission to either Restated Articles or Amended and Restated Articles which must be prepared (drafted) documents.

General Instructions: Use dark ink only. Complete the entire form and enter all requested information in the fields provided. A fillable .pdf version of this form is available for download at www.sos.wa.gov/corporations

Mail: Send the completed form in addition to the prepared (drafted) Restated Articles or Amended and Restated Articles and payment to the address listed above.

Payment: Make checks or money orders payable to “Secretary of State.” Checks cannot be backdated more than 60 days from the date the check is received.

Fees: There is no filing fee for the Certificate to Restated Articles; however, the filing fee to Restate or Amend and Restated the nonprofit corporation’s articles is \$20.

Expedited Service: If expedited service is requested, an *additional* \$100 must be added to the filing fee. Check the box indicating expedited service on page one.

ALL FILING FEES ARE NON-REFUNDABLE. ALL DOCUMENTS ARE PUBLIC RECORD.

(1) Unified Business Identifier (UBI): Provide the UBI Number assigned to the business registration as on file with the Office of the Secretary of State of Washington. The UBI Number and name of the business **must** match our records in order to be accepted.

(2) Name of Nonprofit Corporation: Provide the name as recorded with the Office of the Secretary of State of Washington. The Name and UBI Number of the business **must** match our records to be accepted.

(3) Restated Attestations: Make one selection.

- The Restated Articles do not contain changes. The prepared (drafted) articles attached should reflect no new additional information.
- The Restated Articles contain amendments. The prepared (drafted) articles attached will reflect new information that has not yet been recorded by the Secretary of State.
 - If the nonprofit corporation has amended in their entirety the additional check box may be selected indicating this.

(4) Adoption of Articles of Amendment: Select how the Amendments were adopted by checking the appropriate box. This section is only required if the restated articles include amendments.

(5) Date of Adoption: Provide the date that the Amendment was adopted. This section is only required if the restated articles include amendments.

(6) Text of Amendment: If amendments are included in the restated articles the text of the amendments must be attached.

(7) Restated Articles: The prepared (drafted) restated articles must be attached.

(8) Authorized Person: Sign, print, provide the signer’s title, and date the document.

For a rapid response to questions, requests for assistance, or to provide feedback, please visit the Corporations and Charities website at www.sos.wa.gov/corporations to chat with a representative.



Contact Information:

Overnight address by commercial carrier: 801 Capitol Way S Olympia, WA 98501-1226

Mailing Address (ALL USPS): PO Box 40234 Olympia, WA 98504-0234

Tel: 360.725.0377 | Website: www.sos.wa.gov/corporations-charities

CERTIFICATE TO RESTATED ARTICLES

Nonprofit Corporation

[RCW 24.03A.670](#)

In addition to executed Restated Articles with or without amendments, a certificate must accompany the filing

(1) UBI No.: _____

(2) NAME OF NONPROFIT CORPORATION: (currently recorded with the Secretary of State prior to any amendments)

(3) RESTATED ATTESTATIONS: (Check one)

- ☐ The Restated Articles do not include any amendments to the articles. *If selected continue to section 7*
- ☐ The Restated Articles contain one or more amendments to the articles. *If selected complete sections (4) - (7)*
- ☐ *By selecting this box the business states that the articles have been amended in their entirety.*

(4) ADOPTION OF ARTICLES OF AMENDMENT:

The Amendment was duly adopted by the following method: (Check one)

- ☐ The Articles of Amendment were duly adopted by the board of directors; member approval was not required.
- ☐ The Articles of Amendment were duly adopted and approved by the members in the manner required by the Nonprofit Corporation's articles and bylaws, and by [RCW 24.03A.665](#).

(5) DATE OF ADOPTION:

The date that the Articles of Amendment were adopted was: _____

(6) TEXT OF AMENDMENT:

- The text of the amended articles are attached.

(7) RESTATED ARTICLES:

- The restated articles are attached.

(8) AUTHORIZED PERSON:

I hereby certify, under penalty of law, that the above information is accurate and complies with the filing requirements of state law.

Signature of Authorized Person

Printed Name/Title

Date