



## **STEPS TO FORMING A COOPERATIVE CORPORATION**

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### **RCW 23.86**

Chapter 23.86 RCW

COOPERATIVE ASSOCIATIONS

<http://apps.leg.wa.gov/rcw/default.aspx?cite=23.86>

### **RCW 24.06**

Chapter 24.06 RCW

NONPROFIT MISCELLANEOUS AND MUTUAL CORPORATIONS ACT

<http://apps.leg.wa.gov/rcw/default.aspx?cite=24.06>

## **FORMING A COOPERATIVE CORPORATION**

1. Articles of Incorporation;
2. Bylaws;
3. Consent in Lieu of the Organizational Meeting of the Board of Directors;
4. Consent in Lieu of a Special Meeting of the Shareholders;
5. Stock Register;
6. Up to two Subscription Agreements;
7. Up to two Stock Certificates and corresponding stubs and receipts;
8. IRS Form SS-4 Application for Employment Identification Number;
9. State of Washington, Master Application (if applicable); and
10. One City Business Registration Application.
11. File an Initial Annual Report with the Secretary of State.
12. Determine what tax and other regulatory obligations the cooperative has, and take care of any necessary registrations.
13. Open a bank account for your business.

More detailed information at <http://www.avvo.com/legal-guides/ugc/forming-a-not-for-profit-organization-in-washington-state>



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