

**Subject:** New Entity creation form

**From:** "Reaves, Gary (SAO)" <reavesg@sao.wa.gov>

**Date:** 9/27/2018, 9:43 AM

**To:** "brians@northbonneville.net" <brians@northbonneville.net>

**CC:** "Osborne, Lindsay (SAO)" <osbornel@sao.wa.gov>, "Anderson, Michael (SAO)" <andersonm@sao.wa.gov>

Hi Brian,

Please see the attached new entity creation form for the PDA and the marketing LLC they created. It looks as though our office has been trying to get them to fill this and return to us since early August.

Once completed, please return to Michael Anderson at [Michael.anderson@sao.wa.gov](mailto:Michael.anderson@sao.wa.gov)

We really appreciate your help in getting this resolved.

**Gary Reaves**

*Assistant State Auditor*

Washington State Auditor's Office

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— Attachments: —

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New-Entity-Creation-or-Dissolution-Notification.docx

40.2 KB

## New Entity Creation or Dissolution Notification

Entities should complete this form and return it to their local audit team manager. (\*identifies required fields) Audit teams will verify this information. If needed, someone will call the entity contact at the number listed below for more information.

*Entity Completes This Section:*

<b>REQUEST FOR AN AUDIT OF A NEW ENTITY OR SUB-ENTITY, if applicable</b>	
*Legal Name of the Entity:	Click here to enter text.
DBA (if applicable):	Click here to enter text.
Acronym (if applicable):	Click here to enter text.
*Date of Establishment:	Click here to enter a date.
*Authorizing RCW:	Click here to enter text.
*Federal EIN #:	Click here to enter text.
*If the entity was created under RCW 39.34, the Interlocal Cooperation Act:	<p>A. Choose the type of entity created: Choose an item.</p> <p>B. Attach a copy of the Interlocal Agreement <b>AND</b> any Secretary of State filings</p>
<b>GENERAL INFORMATION ABOUT THE ENTITY</b>	
*Fiscal Year End:	Click here to enter text.
*Billing Address:	Click here to enter text.
*County:	Choose an item.
*Entity Contact Name:	Click here to enter text.
*Contact Phone Number:	Click here to enter text.
*Contact E-mail Address:	Click here to enter text.
Entity Website:	Click here to enter text.
*Form Completed By: (if different from entity contact)	Click here to enter text.
<b>NOTIFICATION OF ENTITY DISSOLUTION, if applicable</b>	
*Date of Dissolution:	Click here to enter text.
Method of Dissolution:	Click here to enter text.
*Record of Dissolution:	Attach a copy of the Dissolution Form

**State Auditor's Office Completes This Section:**

(Follow Instructions in the Audit Information Sharepoint site > New Entity Creation or Dissolution Instructions)

<b>SAO Review and Approval</b>		<b>Initial &amp; date completed</b>
<b>Manager of Legal Affairs</b>		
Legal Basis for an MCAG:	This assessment is provided <u>before</u> the remainder of this section is completed.	
<b>Audit Manager</b>		
Description of Entity:	Initial Description of Entity	
Responsible Team:	Choose an item.	
Government Type:	Choose an item.	
Audit Plan:	Briefly describes the audit plan, including the audit period. If an audit assessment is to be conducted, LGS takes over.	
<b>Deputy Director</b>		
Final approval:	Review of submission form and any attachments	
<b>Fiscal Manager</b>		
Date Notified:	Click here to enter a date.	
MCAG # assigned:	Add the MCAG number assigned to the entity	
<b>Audit Manager Administration</b>		
PERM file:	Scan a copy of the form and any attachments for the PERM file	
BUCO:	Submit a BUCO using the Online BUCO System	