New Business Owner

Roadmap to Starting a Business

Department of Revenue
Washington State

Business Licensing Service

Business Licensing Service

Provides Business Licensing Information

- Requirements and referrals to related federal, state, and local agencies.
- Provides a Business Lookup Search Tool
  - Provides information on businesses and trade names

Main processing Center

- Process the Business License Application (BLA)
- Issues the Business License Document

Get Prepared!

Be successful by following these steps before you license and register your business…

- Have you written a business plan?
- Have you decided what type of business structure you will have?
- Have you decided on a name for your business?
- Do you know state and local licensing and registration requirements?
- Have you checked for any federal requirements that may apply to your business?

Types of Business Structures

- Sole Proprietor
- General Partnership
- Unincorporated Associations
- Limited Partnership(LP)
- Limited Liability Partnership(LLP)
- Limited Liability Limited Partnership(LLLP)
- Corporation (profit & non profit)
- Limited Liability Company (LLC)

Business structures not registered through Secretary of State

- Sole Proprietors
  One individual or married couple
- General Partnerships
  2 or more persons (usually not a married couple)
- Unincorporated Associations
  A group of people who share a common interest

  Unified Business Id (UBI) will be issued when the business license application is processed.

Business structures required to file through Secretary of State

- Limited Partnership(LP)
- Limited Liability Partnership(LLP)
- Limited Liability Limited Partnership(LLLP)
- Corporation (profit & non profit)
- Limited Liability Company (LLC)

** UBI number will issued upon filing. Then use issued UBI when filing the business application.*

Business Names

Legal Entity Names

What is a Legal Entity Name?

- The legal name for a business structure such as corporation, LLC, LP, LLP and LLLP.
- In Washington State a legal entity must have a name distinguishable (different) from any other name on record with the Secretary of State.
- The legal entity name is what's recognized by courts, banks, while establishing contracts, and by many others

Trade Names

What is a Trade Name?

Any business name that:

- Does not contain the full legal name of the owner.
- Includes words which suggest additional parties of interest such as “company,” “and sons,” “and associates.”
- Differs from the name registered with the Office of Secretary of State in Washington.

Why Register a Trade Name

- Provides the public with business ownership information
- Your company cannot pursue legal action under that name unless that **Trade Name** is registered
- Registering a **Trade Name** does not give you exclusive use of that **Trade Name**. Any number of businesses may use the exact **Trade Name**. If a conflict arises between businesses using the same **Trade Name** it may need to be resolved through civil action such as court orders.

Search

Legal Entity Names
Business Names

Business Name Search Resources

- **Secretary of State - Corporations and Charities Division**
  (legal entities, charities, and state trademarks)
  sos.wa.gov/corps (from there can enter CCFS)

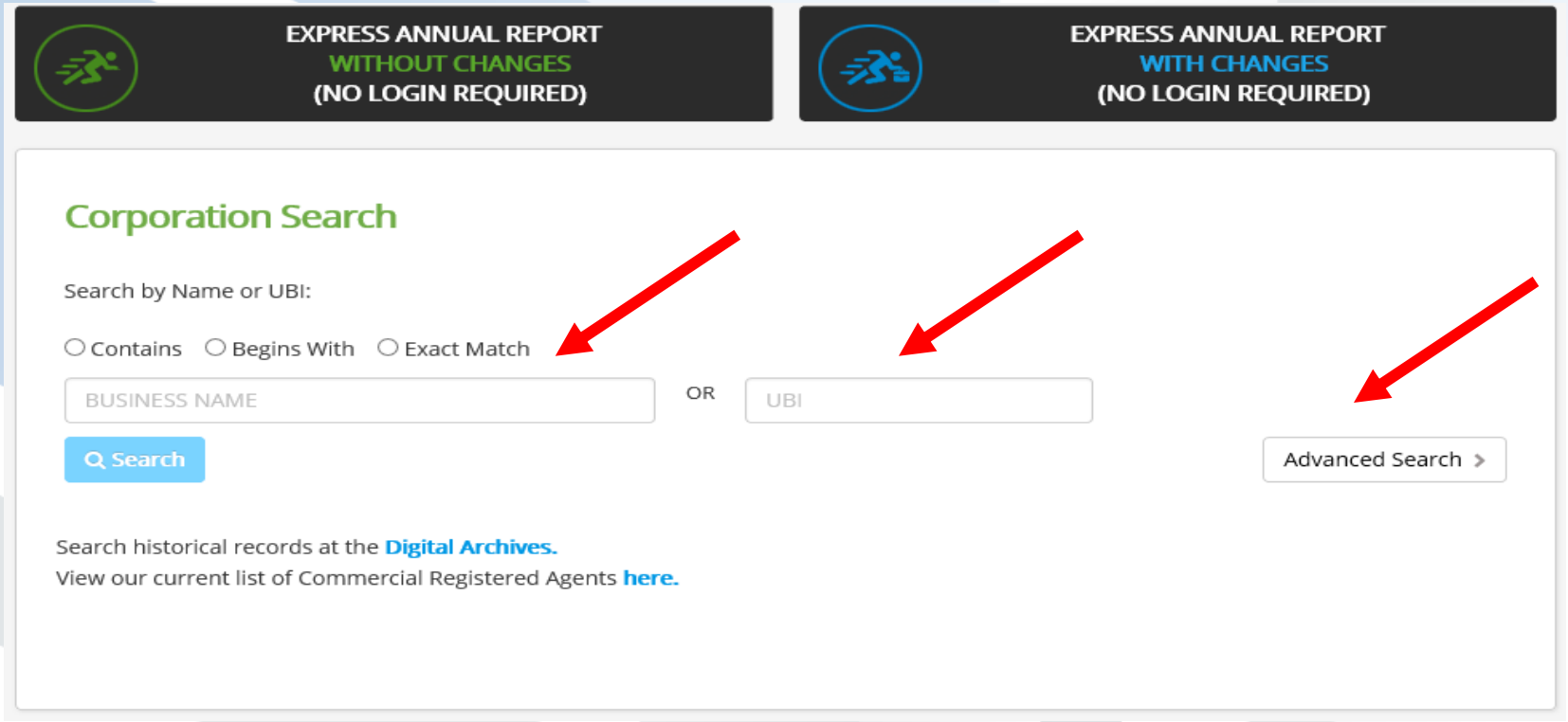
- **MyDOR - Business License and Tax - Business Lookup**
  (state and city business licenses/trade names)
  Licenselookup.wa.gov

- **US Patent and Trademark Office** (Federal Trademarks)
  uspto.gov/trademarks/basics/index.jsp

Secretary of State

Ccfs.sos.wa.gov

(360 725-0377)



Secretary of State

Ccfs.sos.wa.gov

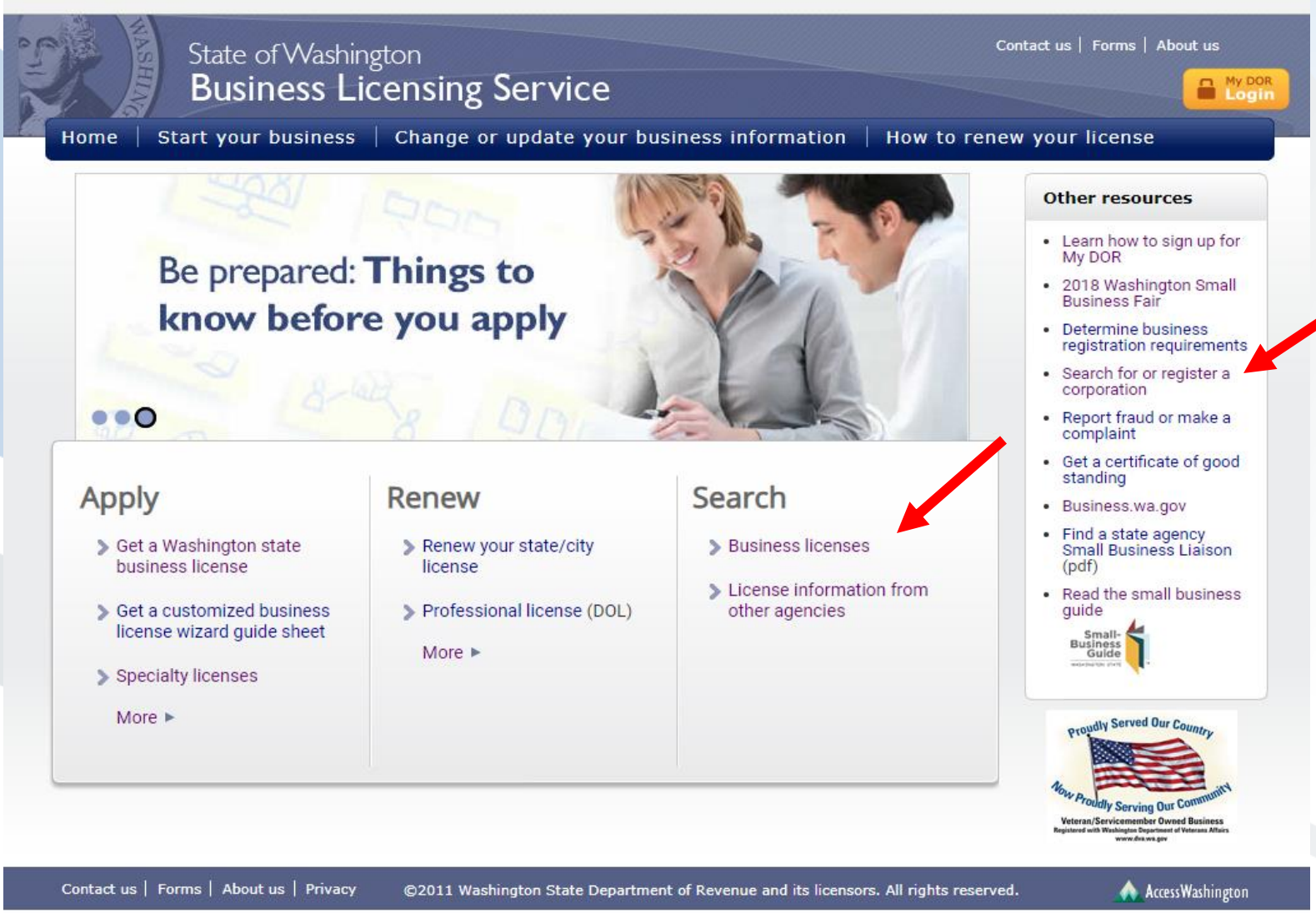
Business Search

BUSINESS SEARCH RESULTS

Business Name	UBI#	Business Type	Principal Office Address	Registered Agent Name	Status
(SUNIS PIZZA & BURGERS) NORTH CITY GOURMET LLC	603 372 110	WA LIMITED LIABILITY COMPANY	17751 15TH AVE, SHORELINE, WA, 98155, UNITED STATES	CHRIS KYRKOS	ACTIVE
168 GOURMET PIZZA LLC	602 655 260	WA LIMITED LIABILITY COMPANY	2401 160TH AVE NE, BELLEVUE, WA, 98008, UNITED STATES	QUAN HU	ADMINISTRATIVELY DISSOLVED
21 PIZZA STREET, LLC	602 850 464	WA LIMITED LIABILITY COMPANY	1408 JADWIN, RICHLAND, WA, 99354, UNITED STATES	PETER PARDO	INACTIVE
3 GIRLS PIZZA PIES, INC.	603 420 866	WA PROFIT CORPORATION	1124 W RIVERSIDE AVE #215, SPOKANE, WA, 99201, UNITED STATES	PATRICK MCCABE	ACTIVE

Business Licensing Service web site

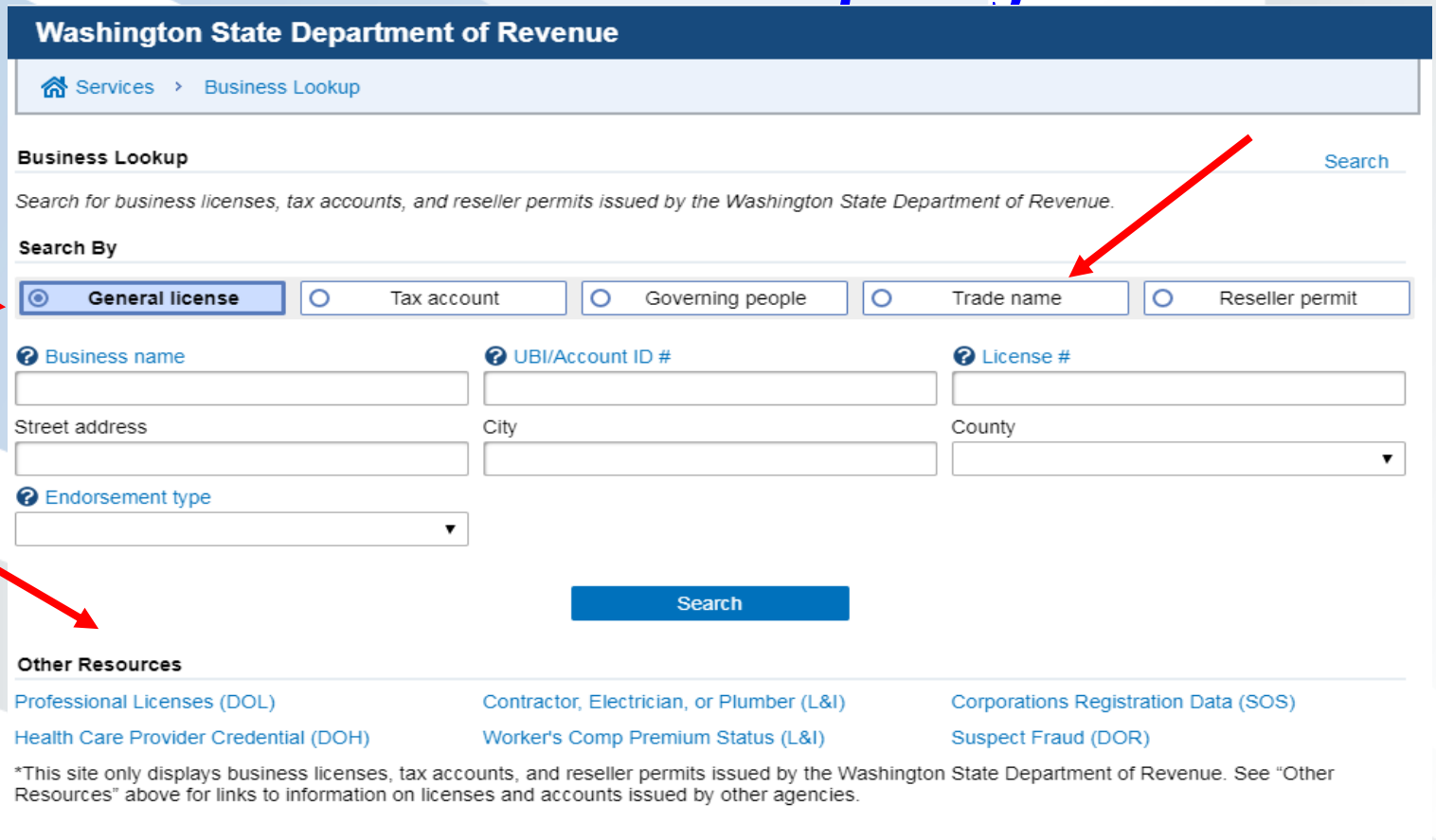
bls.dor.wa.gov



My-DOR - Business License and Tax

Business Lookup

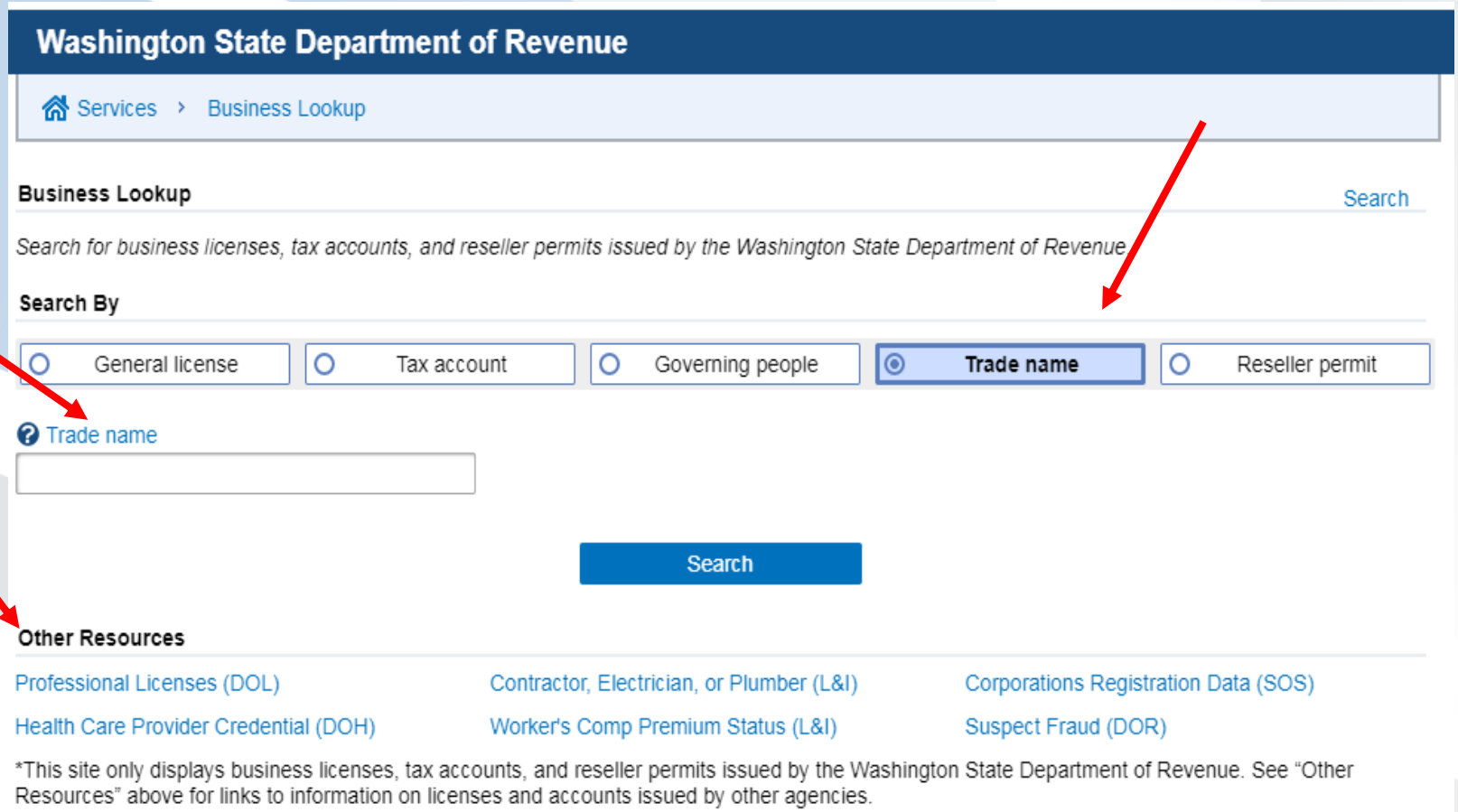
"licenselookup.wa.gov "



My-DOR - Business License and Tax

Business Lookup

“licenselookup.wa.gov ”



Business Licensing Wizard Resource Tool for Customers

~

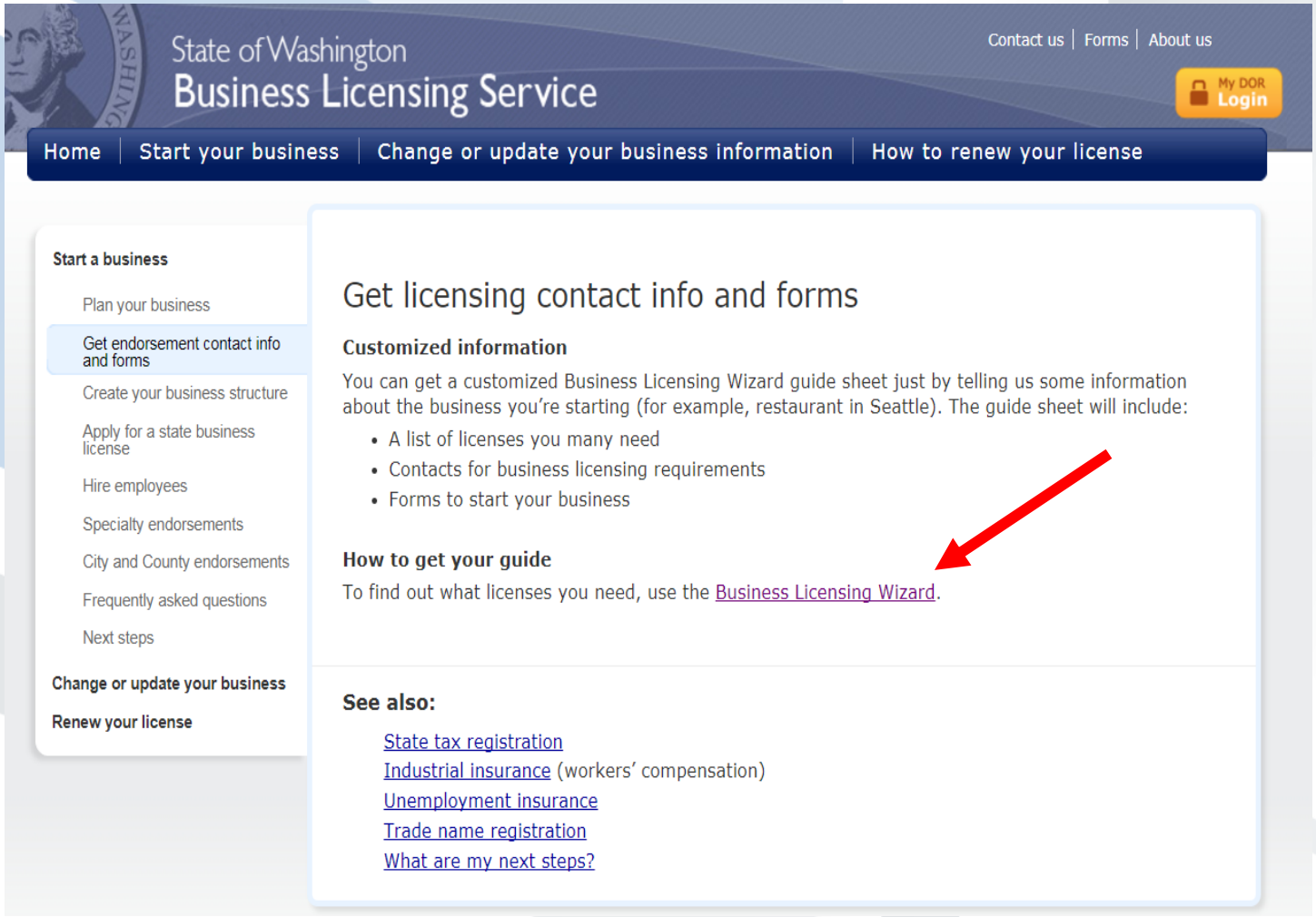
Registering in Washington

Business Licensing Service web site

bls.dor.wa.gov

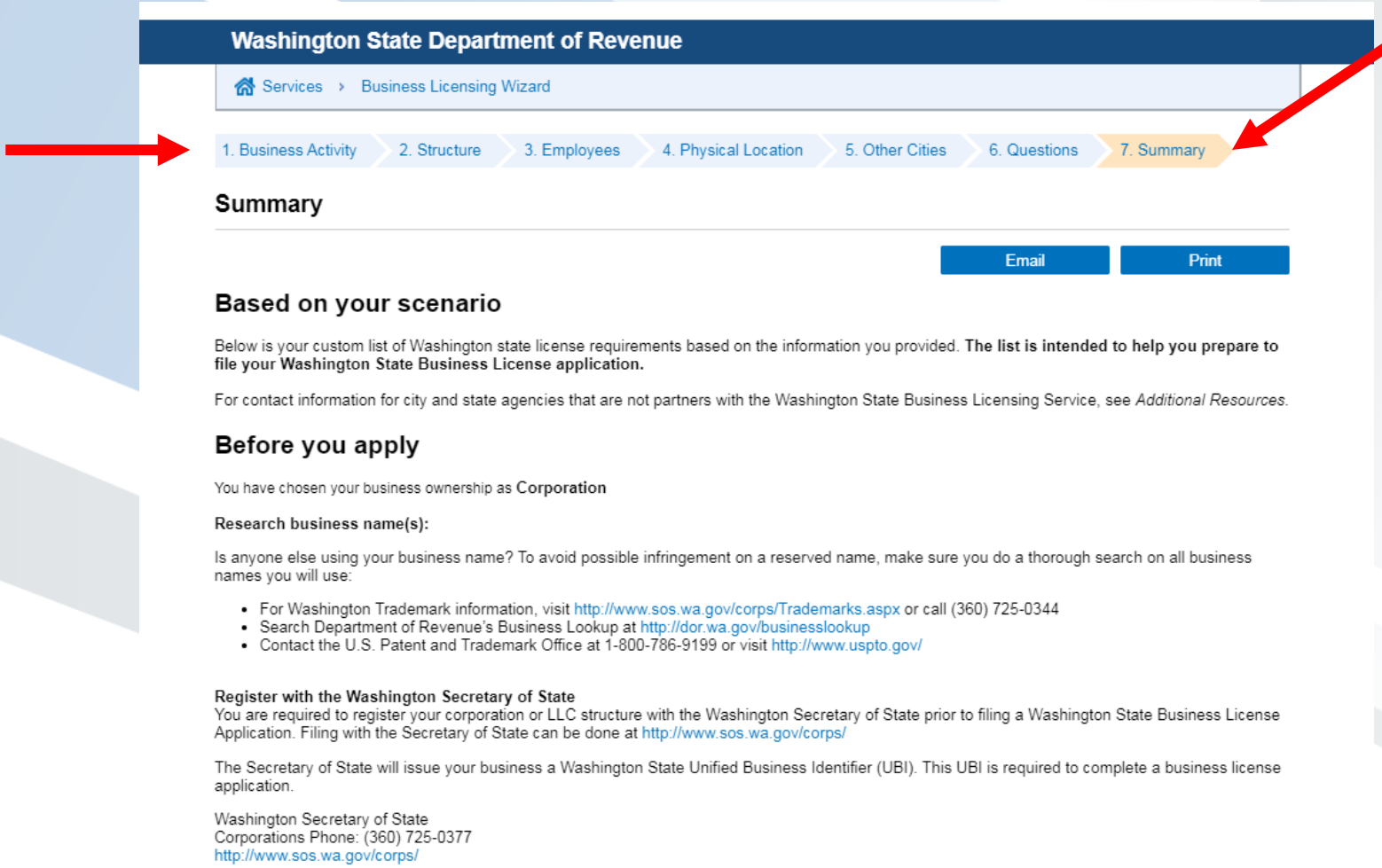
Business Licensing Wizard

"bls.dor.wa.gov/licensing.aspx"



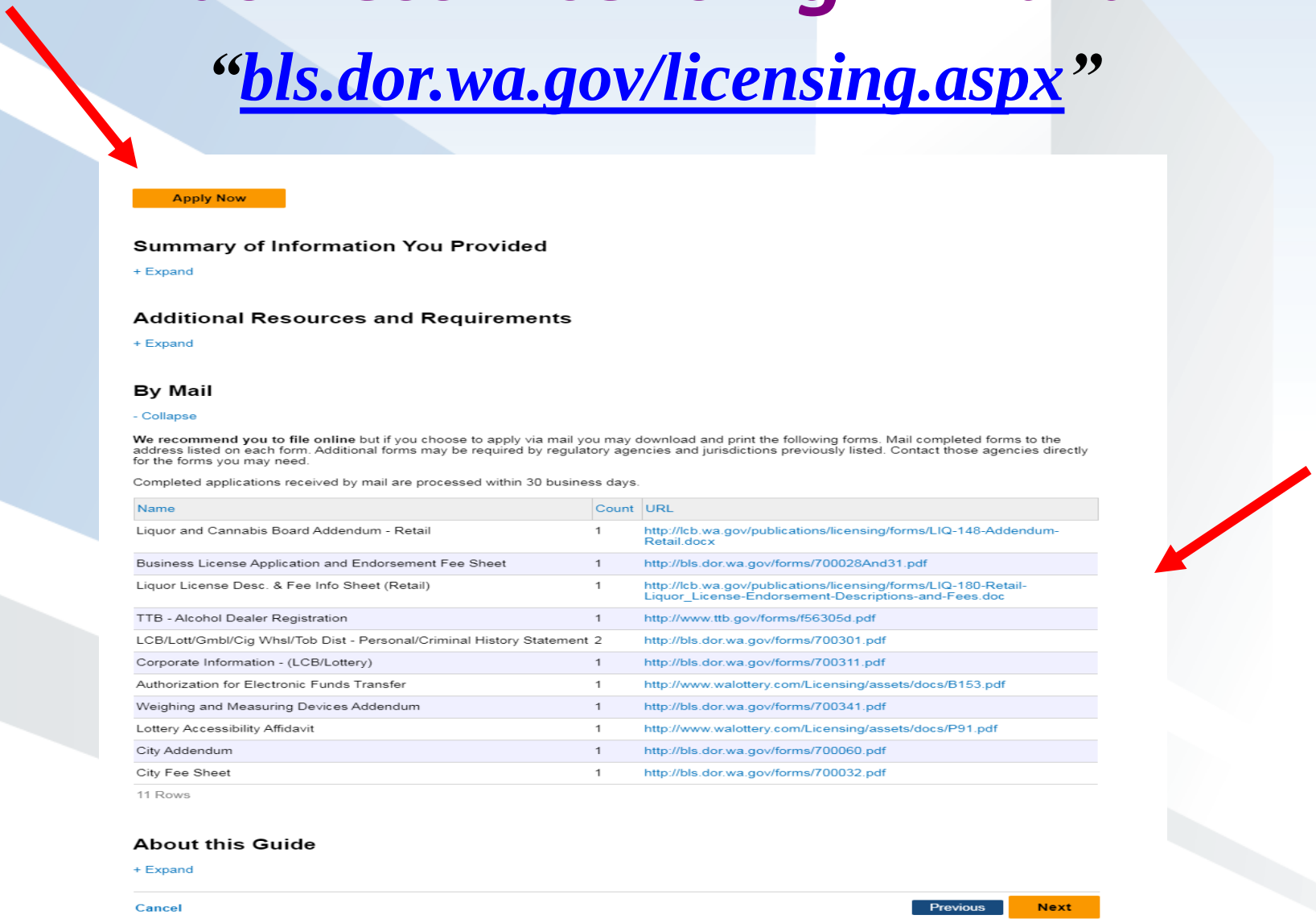
Business Licensing Wizard

"bls.dor.wa.gov/licensing.aspx"



Business Licensing Wizard

"bls.dor.wa.gov/licensing.aspx"



Apply Now

Summary of Information You Provided

+ Expand

Additional Resources and Requirements

+ Expand

By Mail

- Collapse

We recommend you to file online but if you choose to apply via mail you may download and print the following forms. Mail completed forms to the address listed on each form. Additional forms may be required by regulatory agencies and jurisdictions previously listed. Contact those agencies directly for the forms you may need.

Completed applications received by mail are processed within 30 business days.

Name	Count	URL
Liquor and Cannabis Board Addendum - Retail	1	http://lcb.wa.gov/publications/licensing/forms/LIQ-148-Addendum-Retail.docx
Business License Application and Endorsement Fee Sheet	1	http://bls.dor.wa.gov/forms/700028And31.pdf
Liquor License Desc. & Fee Info Sheet (Retail)	1	http://lcb.wa.gov/publications/licensing/forms/LIQ-180-Retail-Liquor_License-Endorsement-Descriptions-and-Fees.doc
TTB - Alcohol Dealer Registration	1	http://www.ttb.gov/forms/f56305d.pdf
LCB/Lott/Gmbl/Cig Whsl/Tob Dist - Personal/Criminal History Statement	2	http://bls.dor.wa.gov/forms/700301.pdf
Corporate Information - (LCB/Lottery)	1	http://bls.dor.wa.gov/forms/700311.pdf
Authorization for Electronic Funds Transfer	1	http://www.walottery.com/Licensing/assets/docs/B153.pdf
Weighing and Measuring Devices Addendum	1	http://bls.dor.wa.gov/forms/700341.pdf
Lottery Accessibility Affidavit	1	http://www.walottery.com/Licensing/assets/docs/P91.pdf
City Addendum	1	http://bls.dor.wa.gov/forms/700060.pdf
City Fee Sheet	1	http://bls.dor.wa.gov/forms/700032.pdf

11 Rows

About this Guide

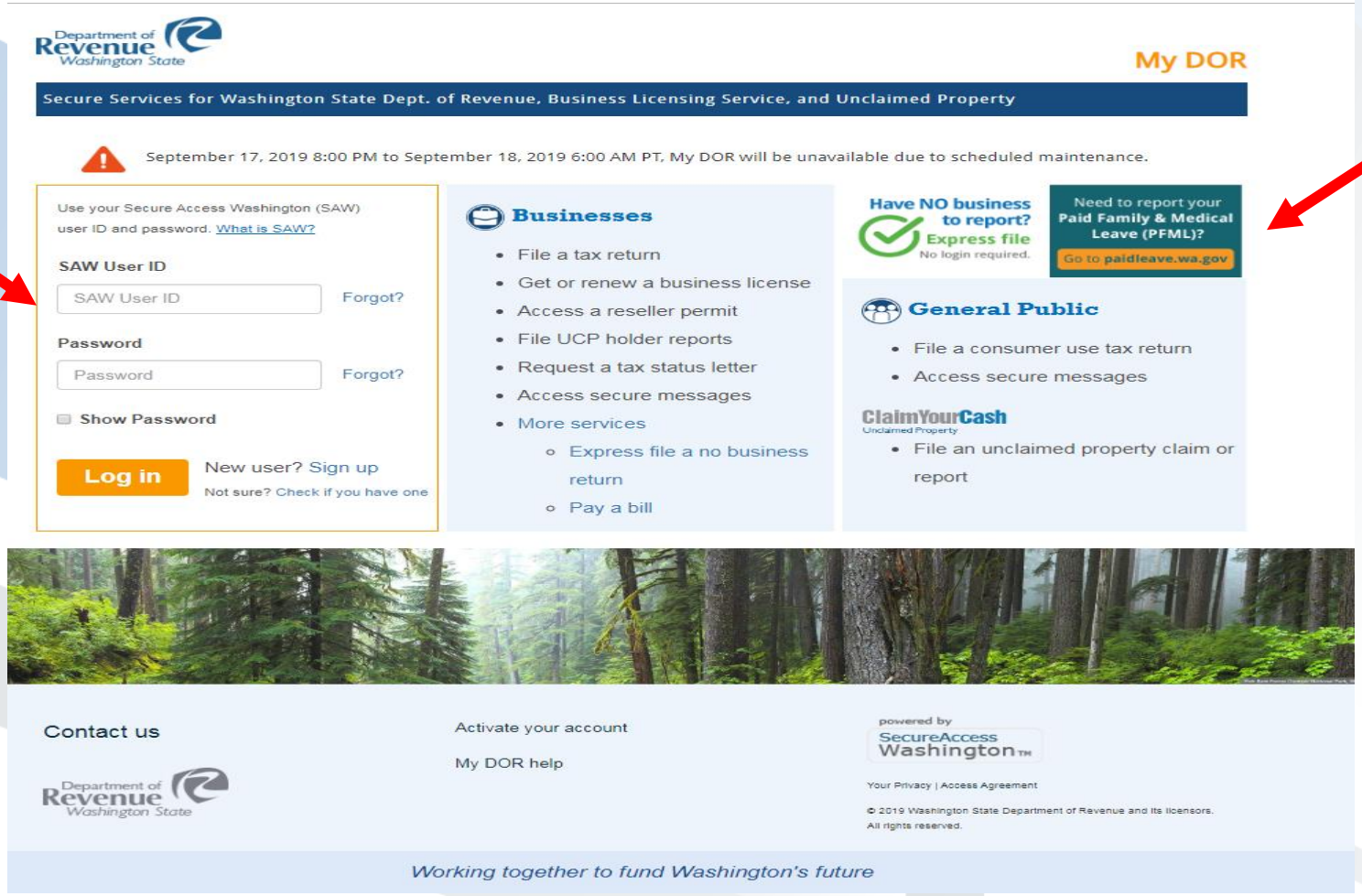
+ Expand

Cancel

Previous Next

MY DOR

secure.dor.wa.gov



Business License Application

A Unified Business Identifier (UBI) will be issued for ownership structures that are not required to be registered with the Secretary of State. The Business License Application also will register your business with:

- Department of Revenue for Sales tax or B&O tax.
- Department of Labor & Industries for Industrial Insurance.
- Employment Security Department for Unemployment Insurance.
- Business Licensing Service for Trade Name registration and any renewable license endorsement(s) that is indicated on the BLS License Fee Sheet.
  - ❖ Including 68 city licensing partners

BUSINESS LICENSE APPLICATION

There are 3 ways to complete the application:

- The “On-Line Application ” Log on to MY DOR at www.bls.dor.wa.gov (processed within 5-10 business days)
- PC fillable document (print and mail) (processed within 3-4 weeks)
- File in person at business licensing offices

City Licensing Partners

City license endorsements

Business Licensing Service now processes business license applications for many cities. This means you may be able to use the Business License Application and the City Business License Addendum to apply for city licenses at the same time you apply for state licenses and registrations.

Partnering cities

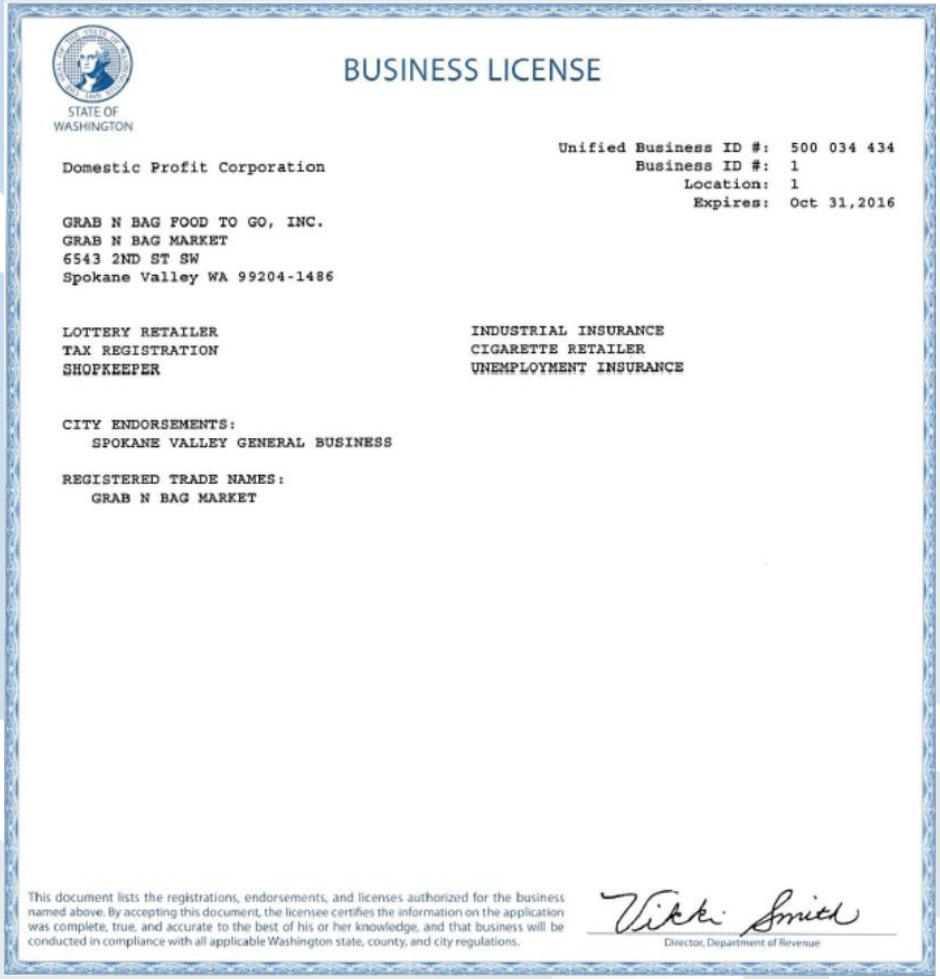
You must use Business Licensing Service to apply for business licenses at the following partnering cities. Select a city to find out how to get forms and apply for city licenses.

Airway Heights
Anacortes
Bainbridge Island
Battle Ground
Bellingham
Black Diamond
Blaine
Bonney Lake
Bridgeport
Buckley
Burlington
Carbonado
Carnation
Cashmere
Castle Rock
Centralia
Chehalis
Cheney
Clyde Hill
College Place
Connell
Covington
Darrington
Deer Park
DuPont
Duvall
East Wenatchee
Eatonville
Edgewood
Edmonds
Ellensburg
Enumclaw
Ephrata
Fife
Fircrest
Friday Harbor
Gig Harbor
Gold Bar
Granite Falls
Ilwaco
Issaquah
Kelso
Kenmore
Kennewick
Kirkland
Lacey
Lake Stevens
Lakewood
Leavenworth
Liberty Lake
Long Beach
Longview
Maple Valley
Marysville
Medical Lake
Millwood
Milton
Monroe
Moses Lake
Mount Vernon
Mukilteo
Napavine
Newcastle
Normandy Park
North Bend
Oakville
Olympia
Orting
Pasco
Port Orchard
Port Townsend
Poulsbo
Prosser
Pullman
Puyallup
Quincy
Richland
Ridgefield
Rockford
Ruston
Sammamish
SeaTac
Sedro Woolley
Sequim
Shelton
Skykomish
Snohomish
Spokane
Spokane Valley
Springdale
Stanwood
Sultan
Sumner
Sunnyside
Tenino
Toppenish
Tukwila
Tumwater
University Place
Vancouver
Walla Walla
Washougal
West Richland
Woodinville
Yelm

Other cities

If you will perform your work in any city **not listed** above, contact them directly for more information.

Licensing Document



STATE OF WASHINGTON

BUSINESS LICENSE

Unified Business ID #: 500 034 434
Business ID #: 1
Location: 1
Expires: Oct 31,2016

Domestic Profit Corporation

GRAB N BAG FOOD TO GO, INC.
GRAB N BAG MARKET
6543 2ND ST SW
Spokane Valley WA 99204-1486

LOTTERY RETAILER
TAX REGISTRATION
SHOPKEEPER

INDUSTRIAL INSURANCE
CIGARETTE RETAILER
UNEMPLOYMENT INSURANCE

CITY ENDORSEMENTS:
SPOKANE VALLEY GENERAL BUSINESS

REGISTERED TRADE NAMES:
GRAB N BAG MARKET

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Vicki Smith
Director, Department of Revenue

Business License

- All business

Forms to Remember

- ***Secretary of State paperwork***

  (Profit and Nonprofit Corporations, LLC's, LP's)

- ***Business License Application***

  (All ownership types)

- ***SS-4 form***

  (Sole Proprietors with employees, Partnerships, Profit and Nonprofit Corporations, LLC's, LP's)

- ***All other agencies as needed***

Contact Us

Dept. of Revenue
Business Licensing Service
PO Box 9034
Olympia, WA 98507-9034

Visit:
6500 Linderson Way SW
Tumwater, WA 98504

Phone Number: 360 705-6705
E-mail: bls@dor.wa.gov
Web-site: business.wa.gov/bls

QUESTIONS?