



State of Washington  
 Business Licensing Service  
 PO Box 9034  
 Olympia, WA 98507-9034  
 1-800-451-7985

UBI
Owner name

## Sellers of Travel Addendum

This form must be submitted with a Business License Application form.

**Please type or print in dark ink.**

**Registration fee: \$202**

**A Proof of business registration** Applicants from outside Washington only

If your business is located outside of Washington State, you must provide proof of a valid registration to conduct business in your home state. Attach a copy of your current business registration document, or other official registration certification provided by the registration office in your home state.

**B Criminal history** All applicants

In the questions below, "you" means any owner, partner, officer, LLC or LLP Member or Manager, or any other principal of any business entity. **If you answer "yes," attach a detailed explanation.**

In this state or any other jurisdiction, are you or have you:

1. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? .....  Yes  No
2. Within the last 10 years, had any civil court order, verdict, or judgment entered against you? .....  Yes  No
3. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) .....  Yes  No
4. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? .....  Yes  No

**C Identification of authorized agents** All applicants

Do you have employees, independent contractors or other outside agents who will sell travel under the authority of this business location's registration?  Yes  No

If yes, list them below. Attach additional sheets in the same format if necessary.

Name	Business address <i>Street or route, city, state, zip code</i>	Business telephone number
		(   )
		(   )
		(   )
		(   )
		(   )

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**D****Financial responsibility options:** Applicants who hold any payments received for retail travel services for more than 5 business days must report and maintain a trust account or other approved account.

Do you hold any payments received for retail travel services for more than 5 business days?

 No - **Stop here.**  Yes\*

\*If you selected yes to this question, you must select one of the following options and provide the appropriate documentation:

 **OPTION ONE**

I will maintain a Seller of Travel trust account for deposit of customer's payments (complete the following):

Bank name	
Bank address	
Trust account number	Bank phone number

I declare under penalty of perjury the above Seller of Travel trust account is being maintained at a federally insured financial institution in Washington State in compliance with all requirements of RCW 19.138.140:

\_\_\_\_\_  
(Signature of Governing Person)\_\_\_\_\_  
(Print Name)\_\_\_\_\_  
(Date Signed) **OPTION TWO**

I will maintain a continuous private surety bond as described in RCW 19.138.140. Complete the information below and attach a surety bond, written on the blank form provided by Department of Licensing. The amount of the surety bond is based upon the prior year's annual gross income of business conducted with Washington State residents as outlined below.

This is to certify that during the past calendar year (January 1 through December 31), the total gross annual income of the business conducted was \$\_\_\_\_\_

<b>Annual gross income of business conducted with Washington residents</b>	<b>Amount of surety bond or other instrument approved by the Department</b>
\$ 199,999 and under	\$10,000
\$ 200,000 through \$499,999	\$20,000
\$ 500,000 through \$749,999	\$30,000
\$ 750,000 through \$999,999	\$40,000
\$1,000,000 and above	\$50,000

 **OPTION THREE**I am a member in good standing of a Sellers of Travel professional association approved by the Department of Licensing and through which I have **both** \$1,000,000 minimum in errors and professional liability insurance **and** a bond with a surety of at least \$250,000. You must attach an official certification from the professional association identifying itself, affirming your membership-in-good-standing, confirming both the liability insurance **and** surety bond are in effect during your membership, and the current expiration date of your membership.