Information for New Registrants

What is a "UBI" number? The Unified Business Identifier (UBI) is assigned to the owner of a business when a Business Application is filed for the first time. If filing for a legal entity (Corporation, LLC, etc.) contact the Secretary of State Corporations Division to obtain a UBI number. The UBI is used by many state agencies to identify the business to streamline processing and communication.

Registrations & Licenses

What is the difference between “registering” and “licensing” a business?

Registering a business is a one-time requirement when a business first undertakes business activities. Licensing a business is the granting of the right to engage in a regulated business activity. License fees are renewable and are paid on an annual basis.

How do I know what registrations and licenses I need for my business?

The enclosed packet provides all the forms necessary to fulfill the basic registration requirements for taxes, unemployment insurance, and industrial insurance. Contact the Business Licensing Service for information about other registration or licensing requirements you may have.

When I complete the application process, how will I know what registrations or licenses I have?

A Business License will be mailed to you after your Business License Application is processed. This document indicates those licenses or registrations granted to you.

If I require regulatory agency approval, may I conduct business? When will the Business License be issued?

If regulatory agency approval is required, you may not conduct the regulated business activities until the license is approved. Each time a regulated activity is approved you will receive a new Business License.

Does completion of the Business License Application register my business as a corporation, limited partnership or limited liability company?

No. If you will operate as any of the above entity types, you must file additional documents with the Corporations Division of the Office of the Secretary of State. We suggest you file those before filing your Business License Application.

Tax Obligations

Department of Revenue

Do I need to register with the Department of Revenue?

Submitting a Business License Application will register you with the Department of Revenue. This is important if you operate a business that produces or sells a product, provides a service, or includes any activity on which a tax is imposed by this state.

How do I report my taxes?

The Department of Revenue will provide you with a packet explaining how to report your taxes and how often you will need to report them. You will receive a reporting form by the 10th of the month following your reporting period (e.g., quarterly returns should be received by January 10, April 10, July 10 and October 10). Call the department immediately if you do not receive your reporting form to avoid any penalties.

For information on filing your business taxes using e-file electronic filing, visit the Department of Revenue website at www.dor.wa.gov.

Electronic filing is mandatory for monthly and quarterly tax reporting frequencies unless you have a waiver.

Many reporting forms are returned to the department due to incorrect or incomplete address information. Please verify your address on any mail you receive from the department. If you move or receive an address change notice from the U.S. Post Office, please notify the department immediately at www.dor.wa.gov.

Do I have any Retail Sales Tax obligations?

Yes. Generally, you must pay Retail Sales Tax (or Use Tax if goods are purchased out of state) on all purchases, including purchases or leases of fixtures and equipment. The seller of the retail goods or services is responsible for collecting the tax from customers and paying the collected taxes to the Department of Revenue.

Are there any purchases not subject to Retail Sales Tax?

Purchases by businesses are not subject to retail sales tax when the article purchased is:

• to be resold in the normal course of business, or
• to be incorporated into a new product being produced for sale, or
• a chemical used to process a product which will be sold.

Sales tax is due on all supplies, equipment, etc., used by the business. All purchases intended for personal use are subject to retail sales tax.

How do I receive the Retail Sales Tax exemption?

Purchases by businesses are not subject to retail sales tax when the article purchased is:

• to be resold in the normal course of business, or
• to be incorporated into a new product being produced for sale, or
• a chemical used to process a product which will be sold.

Sales tax is due on all supplies, equipment, etc., used by the business. All purchases intended for personal use are subject to retail sales tax.
What is the cost of industrial insurance?
This depends on the nature of your business, the number of employees, and the number of hours worked. Classifications are assigned, and each classification carries a rate that is appropriate for its potential for losses. After your Business License Application is reviewed, you will receive notification of your rate as well as other information from the Department of Labor & Industries.

How do I pay industrial insurance premiums?
A preprinted Report of Payroll will be mailed near the end of March, June, September, and December. You will use this form to report the number of hours your employees worked during the preceding quarter. This report must be returned to the Department with the premium before the end of January, April, July, and October, even if you have no employment hours to report for the quarter.

For information on filing your industrial insurance premiums using e-file electronic filing, visit the Department of Labor & Industries website at www.lni.wa.gov.

Hiring Employees

When may I start hiring employees and is any assistance available?
You may start hiring employees as follows:
• All businesses may hire employees age 18 or over upon receipt of the completed Business License Application at any UBI affiliated agency, or when submitted online.
• Agricultural businesses may also hire persons under age 18 upon receipt of the completed Business License Application at any UBI affiliated agency, or when submitted online.
• Non-agricultural businesses cannot hire persons under age 18 until the business receives a Business License listing the approved Minor Work Permit.
• For assistance in hiring qualified workers contact your local Employment Security Department’s Job Service Center.

For Additional Information

State of Washington
Business Licensing Service
1-800-451-7985
Information regarding forms or local, state and federal requirements.

Corporations Division, Office of the Secretary of State
(360) 725-0377
Information regarding registering as a corporation, limited partnership or limited liability company.