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## **Master Business Application Processing Fee POLICY & PROCEDURE**

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Master Business Applications require a processing fee of \$15. (See RCW 19.02.)  
The fee is non-refundable. The fee will be collected on all applications.

1. Transmit fees as outlined in Transmittal Requirements (see page 4-6)

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## Receipts of Payments POLICY

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Cash is defined as monies received in any form:

- Currency
- Personal/Business Check
- Cashiers Check
- Traveler's Check
- Money Order
- Certified Check
- Draft or Warrant
- Checks Drawn on Foreign Banks  
(must indicate that they are payable  
in US funds)

When a business entity makes payment, the UBI field office staff person will issue a receipt. Do Not send an original or a copy of the receipt to MLS. The payment is to be protected by use of a register, safe, or lock, and kept in a limited access area. The UBI field office staff person is to convert currency to a cashiers check or money order prior to transmittal.

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## **Receipts of Payments PROCEDURE**

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All payments which contain UBI funds will be transmitted to DOL. Other payments will be transmitted to the proper agency (see Payment for Non-UBI Transactions, pages 4-7, 4-8). All payments must be transmitted within 24 hours or one working day.

All agencies should follow their internal payment handling procedures for writing receipts for customers.

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## **Cash Handling PROCEDURE**

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All agencies should follow their internal cash handling procedures.

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## Secretary of State Transmittal Process

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Journal Voucher Distribution (JVD) function of money to Department of Licensing (DOL) (24 hour turnaround time):

1. When a Master Business Application (MBA), License Renewal or Reinstatement of a Profit Corporation is received by the Secretary of State Corporations Division it is validated in CC Revenue (the Secretary of State Corporations Division's revenue accounting database) and sourced as a JVD transaction.
  - The license renewal fee for a JVD transaction is \$9.00.
  - The reinstatement fee for a JVD transaction is \$9.00
  - The MA fee varies but is usually greater than \$15.00.
2. License renewals are updated in the Master License Service (MLS) database when money is received.
3. When validations are sourced to the JVD transaction code, mark them as:
  - M = MBA,
  - R = Reinstatement, or
  - L = License Renewal, and
  - Enter the UBI number.
4. The morning following the sourcing process the DOL Transfer Report is created in CC Revenue. When the DOL Transfer Report is created, both a paper report and a data file are generated:
  - The data file is "FTP'd" (file transfer protocol) to the MLS database.
  - The paper report is matched to the MBA documents and the License Renewal documents, and forwarded to Registration unit's supervisor at DOL (MS:48059).
5. A duplicate report is created the same day by the Fiscal section, the money is electronically sent to DOL, and the report faxed to the Registration unit's supervisor.

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## Transmittal Requirements POLICY & PROCEDURE

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Central/field offices must forward all Master Business Applications with or without fees on a transmittal form to the Department of Licensing within 24 hours or one working day of receipt. Cash must be converted into cashiers checks or money orders. A transmittal form will be prepared each working day as follows:

1. **List** all documents **with** payments. Include:

UBI number	Owner name	Receipt /check number	Amount	Payment type	Comments <i>Write "Mail" if documents were received in the mail.</i>
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2. **List** all documents **without** payments. Include:

UBI number	Owner name	Amount <b>Enter "zero"</b>	Comments <i>Write "Mail" if documents were received in the mail.</i>
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3. **Total** the fees. **Enter** the total at bottom.
4. **Review** transmittal form for errors, and **sign. Make sure:**
- There is a document for each item on the transmittal and they are assembled in the same order as they appear on the transmittal.
  - Total document fees match total transmittal fees.
5. **Prepare** documents for mailing as follows (excludes Labor & Industries and Secretary of State offices):
- 5a. *Batch One:* Master Business Applications and documents paid totally or partially in cash. Attach cashiers check to the top.
- 5b. *Batch Two:* All other documents paid. Ensure each Master Business Application or document has the appropriate check or money order attached.
- 5c. *Batch Three:* All documents without payments.
6. Make and keep a copy of the transmittal form for your files.

Attach all document batches to the white copy of the transmittal form and forward to the Master License Service.

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## **Payment for Non-UBI Transactions POLICY**

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To accommodate the needs of business people, central and field offices will accept payments for non-UBI transactions (e.g. L&I premium payments). Such payments must be accompanied by the appropriate documents.

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## Payment for Non-UBI Transactions PROCEDURE

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The business person should be encouraged to write separate checks for non-UBI payments. Mail the payment directly to the appropriate agency. Use campus mail if possible. If one check is received for multiple transactions, all payments will be handled according to the UBI Receipts and Transmittals policy and procedure.

**Note:** Addresses with five-digit PO Boxes are state PO Boxes and have a zip code of 98504. Four-digit PO Boxes are boxes at the downtown Olympia Post Office and have a zip code of 98507.

**Campus Mail**

**U.S. Mail**

**Secretary of State  
Corporations Division  
M/S 40234**

**Secretary of State  
Corporations Division  
PO Box 40234  
Olympia, WA 98504-0234**

**Employment Security Department  
Employer Accounts  
UI Tax Administration  
M/S 46000**

**Employment Security Department  
Employer Accounts  
UI Tax Administration  
PO Box 9046  
Olympia, WA 98507-9046**

**Department of Revenue  
Customer Account Services  
M/S 47476**

**Department of Revenue  
Customer Account Services  
PO Box 47476  
Olympia, WA 98504-7476**

**Department of Labor & Industries  
Employer Services  
M/S 44140**

**Department of Labor & Industries  
Employer Services  
PO Box 44140  
Olympia, WA 98504-4140**

**Department of Licensing  
Master License Service  
M/S 48059**

**Department of Licensing  
Master License Service  
PO Box 9034  
Olympia, WA 98507-9034**

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## **Non-Sufficient Fund (NSF) Checks POLICY & PROCEDURE**

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The Department of Licensing will make one collection attempt on NSF checks received by Department of Licensing, Employment Security and Department of Revenue.

Labor & Industries & Secretary of State will process NSF checks according to their agency policy.

**Note:** L&I and SEC should not send NSF checks to Department of Licensing.

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