
Business Information Change Form POLICY

The Business Information Change Form may be used to submit certain corrections and/or changes to an existing business that does not have specialty licenses. A Master Business Application is required when changing information for a business with specialty licenses on the endorsement screen in Master License Services' database.

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Business Information Change Form PROCEDURE

If the business doesn't have specialty licenses, proceed as follows:

1. Complete all account information in the "Account Information Currently on File" box.
2. Check the appropriate box(es) and the detailed information to be changed in the "Information to be Changed" box.
3. Obtain the signature and phone number of the business person.
4. Send the form to Master License Service with the daily UBI packet (do not enter on the transmittal form).

Exceptions

The UBI Change Form cannot be used to change the registered name of a corporation, limited partnership, limited liability company or limited liability partnership, or to change the corporation's registered office address. These changes must be made through the Corporations Division, Office of the Secretary of State.

The UBI Change Form cannot be used to add or delete partners if there are specialty licenses or registered trade names. If there are no specialty licenses or registered trade names, the UBI Change Form can be used to add or delete partners if the change results in a change of less than 50 percent in the number of partners.

A business person's signature is not needed for correcting a database error (operator entry error).

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(Insert UBI Change Form here.)

Specialty License Addendum POLICY

Some businesses have specialty licenses which require additional forms. See the License Fee Sheet to determine if additional forms are needed.

Most of these forms are available from the Internet at <http://www.dol.wa.gov>

Or

Forms can be obtained by calling Master License Service at (360) 664-1400.

NOTE: It is not expected that all UBI agencies' front counter staff know all the different licenses and their fees. This can be explained to the customer as you accept their addendum and fees. Master License Service reviews the addendum and will contact the customer if additional information or fees are needed.

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Specialty License Addendum PROCEDURE

When the customer has a Master Business Application with an Addendum(s):

1. Review the Master Business Application and verify that specialty licenses and fees are entered in Section 2 on page one.
2. Attach the specialty license addendum to the Master Business Application and forward to the Master License Service.

NOTE: If additional information is needed on any of these licenses, Master License Service may contact the customer when processing the addendum.

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**Location Addendum
to the Master Business Application
POLICY**

A Location Addendum is used to register additional business locations for the business at the same time a Master Business Application is filed. The Location Addendum must be filed with a Master Business Application.

The processing fee is \$15 for each Location Addendum filed.

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Location Addendum to the Master Business Application PROCEDURE

When filing a Location Addendum, the applicant should:

1. Complete all information for the business and one business location on the Master Business Application.
2. Complete one Location Addendum for each additional business location.
3. Include the \$15 processing fee for the Master Business Application plus a \$15 processing fee for **each** Location Addendum.

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Insert Location Addendum form here for hardcopy manual.

Online, click on link below and scroll down to locate Location Addendum form for downloading.

<http://www.dol.wa.gov>

Ordering Forms POLICY

Each UBI Agency is responsible for providing forms to their Field Offices.

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Ordering Forms PROCEDURE

Contact the appropriate person in your agency listed below to order UBI forms:

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|--|-----------------------------|----------------|
| Office of the Secretary of State, Corporations Division | Al Bronson | (360) 586-1156 |
| Employment Security Department | Status Unit | (360) 902-9360 |
| Department of Labor & Industries | Your regional supply source | |
| Department of Licensing | Maria Moore | (360) 664-1419 |
| Department of Revenue | Via email to DOR Warehouse | |

FORMS:

- Master Business Application *
- Registration and License Description Sheet
- Directory of Offices
- Location Addendum
- UBI Change Form
- Information to New Registrants
- MLS Return Envelopes

*Employment Security Department personnel order Master Business Applications through the Employment Security Warehouse Catalog.

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Insert page 1 of “Information for New Registrants” form here

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(Insert page 2 of Information for New Registrants form here)