
MMLS Navigation

The Master License Service program allows users to view business information from the Master License System (MMLS) database. In most cases, the information in the database is from applications submitted by business owners when registering and/or licensing their businesses. However, some information may have been imported from the databases of other agencies. These accounts will show the word CONVERSION on at least one of the screens.

When searching the MLS database, the most extensive information is found on the two INQUIRY ACCESS screens:

- INQA
- INQR

A UBI number must be known to access these screens.

If you don't know the UBI number of the business, the MMLS program allows you to search the database by firm name, legal entity name (whether the owner is a sole proprietor, partnership, corporation, or other business entity), trade name, UBI number or address.

There are three ways in which to navigate from screen to screen in the MMLS database:

- Use of the <Enter> key
- Use of the PF function keys
- Use of the *Transfer* field

If at any time you press the <Enter> key and the screen you are viewing does not change, review the screen for a function key (PF) that will either complete the screen (commonly the PF4) or return you to a menu (commonly the PF11 and PF12).

If a UBI number, BUS ID, or BUSLOC ID does not exist on the MMLS database, you will receive a single line message in the top left-hand corner of the screen.

Error messages will display in the top left-hand corner or the bottom left-hand corner of the screen. You will be advised to either correct the error or press <Enter> to continue.

Note: Throughout this chapter, the documentation refers to the use of PF keys to access the available screen options. Since personal computer keyboards and available software vary, you must press the key or key combination that is equivalent to the PF key noted.

Confidentiality

Some of the information contained on the MMLS database is confidential. This confidential information must not be released to the general public. Refer to the public information inquiry screen section listed on page 8-26 for the information that may be released.

UBI as Primary Key

The main key to accounts in MMLS is the Unified Business Identifier (UBI). The UBI number is a nine-digit number assigned to a business entity. This number can be used to identify the business at any agency participating in the UBI program.

If the UBI number is unknown, it can be obtained by accessing the Department of Revenue database or in MMLS by using the following search engines:

- ADDR Search by Address
- CNAM Search by Corporate Name
- FEIN Search by FEIN
- FNAM Search by Firm Name
- GNAM Search by Governing Person Name
- LGJC Search by City or County and Firm Name
- ONAM Search by Other Entity Name
- PNAM Search by Partnership Name
- SNAM Search by Spouse Name
- TRDN Search by Trade Name

WHAT?

The “WHAT” menu lists all the procedure codes available to you and can be accessed by typing *WHAT* in the *Transfer* field, then press <Enter>. The search options listed below in bold are your normal search engines that will assist in your inquiry. The other procedure codes are used depending on your agency needs.

To access an available option to you, type the appropriate four-letter code in the *Transfer* field in the bottom lower left of the screen. Press <ENTER>.

Example: to select Application List, type *APPL* in the *Transfer* field.

WHAT UTL001P5

```

-----
ADDR  SEARCH BY ADDRESS
APPL  APPLICATION LIST DISPLAY
ARDS  ORDER ARDS
AUDA  AUDIT APPLICATION RECORD
AUSB  AUDIT BUSINESS RECORD
AUDE  AUDIT ENDORSEMENT RECORD
AUDG  AUDIT GOVERNING PERSON RECORD
AUDL  AUDIT LOCATION RECORD
AUDV  AUDIT VEHICLES
CINF  SEARCH CORPORATION INFORMATION
CNAM  SEARCH BY CORPORATION NAME
ETPI  ENDORSEMENT INQUIRY BY UBI/LOC
ETPL  LIST ENDORSEMENTS BY AGENCY
FEIN  SEARCH BY FEIN NUMBER
FNAM  SEARCH BY FIRM NAME
GNAM  SEARCH GOVERNING PERSON NAME
INQA  DETAIL INQUIRY ACCESS
TRANSFER: APPL
Enter-PF1- -PF2- -PF3- -PF4- -PF5- -PF6- -PF7- -PF8- -PF9- -PF10- -PF11- -PF12- -
    
```

MMLS Codes and Definitions

The MMLS database utilizes many codes in the various inquiry screens. Understanding the abbreviations and codes are a vital key to understanding MMLS.

ADDR is the four-letter code used in the *Transfer* field to search for a business by the physical location address.

AGY is a document type meaning agency. This type of document was created by a participating agency generally requesting an update to the account.

APLST is a PF function key label. It is a shortcut option that will route you directly to list of application for a specific UBI.

APPL is the four-letter code used in the *Transfer* field to display a list of applications for a specific UBI.

Application ID is a unique nine-digit number that is assigned to each document received at MLS. The application ID number shows the Year, Julian Day, and the Sequence Number. When the document is processed, the number is tied to a UBI number in the MMLS database. The Application ID is a useful tool to help you follow the order of events (originations, renewals, and maintenance transactions).

Example: 01-220-0169

Year is 2001 Julian Day is 220 Sequence Number is 0169

Application Type is assigned by the MMLS system based on the procedure that was used by the operator to process the document. An Application Type can be up to five-letter code.

ARD is the electronic notification of applicant information sent to regulating agencies.

ARDS is the four-letter code used in the *Transfer* field to access the Order ARD screen. The Application ID must be known to order an ARD and the application must have completed processing by an MLS operator. Additionally, an ARD may be ordered by any participating agency provided that the account has been endorsed for the agency.

Example: If an L&I operator wanted to order an ARD, the account must be endorsed for Industrial Insurance.

AUDx are the four-letter codes used in the *Transfer* field to obtain Audit History of an account. The UBI number, BUS ID, and BUSLOC ID must be known. You may access the audit trails of the business owner (AUDB), location endorsements (AUDE), governing persons (AUDG) and business locations (AUDL).

BLMA is an MLS procedure used to do maintenance on an account.

BUS ID is a three-digit number assigned to every legal entity. If there is more than one business owner (most commonly seen in Sole Proprietors), each owner will receive his or her own BUS ID.

Example: a sole proprietorship where both the female and male own their own business, the first applicant will be BUS ID 001 and the second applicant is BUS ID 002.

BUSLOC ID is a four-digit number assigned to the business location. If the legal entity has more than one location (or DOR branch reporting), the BUSLOC ID will be greater than 0001.

CHFE is an MLS procedure used to do maintenance on an account when there are fees associated with the maintenance.

CINF is the four-letter code used in the *Transfer* field to access Corporate information. The UBI number must be known.

CMT Flag indicates whether an MLS operator added any comments to the document. The comments may be the addition of new information to the document or clarification of information on the document.

CNAM is the four-letter code used in the *Transfer* field to search for a Corporation by owner name.

CONV is a document type, as well as an MLS procedure. CONV indicates the account (or an endorsement) was electronically converted into the MMLS database by a participating agency. A paper document will not be available from MLS on most conversion accounts, unless the document type is a MISC.

CONVR is an application type meaning conversion. This type was used when MMLS converted accounts from the Sperry mainframe computer system to the IBM.

CRFI is an MLS procedure used to clear an RFI.

CRNL is an MLS procedure, as well as a document type meaning Corporate Renewal. It is the annual renewal filing for a Corporation or LLC.

DBA is the standard abbreviation for "Doing Business As".

DCPA is an MLS procedure used to clear an NSF payment.

DOCM is an MLS procedure used to link an application ID to a UBI. No update was done on the account.

DOCU is an application type meaning document. It identifies the document was processed through DOCM.

Document Type is assigned by MLS operators when indexing a document into the MMLS database. For tracking purposes, all documents receive an application ID number when microfilmed. The documents are then indexed by application number.

ENTER is an assigned key on all keyboards. The Enter key allows forward movement to the next screen.

FACC is an MLS procedure used to post payments on Field Access accounts.

FEE is an indicator to identify if a fee was required on a specific application.

FEIN is the four-letter code used in the *Transfer* field to access and account by Federal Employer Identification Number.

FILM is a document type meaning re-imaged. The document is being re-imaged because information has been added or altered since the original filming.

FNAM is the four-letter code used in the *Transfer* field to search for a business by the Firm Name/DBA.

FUND is a PF function key label. It is a shortcut option that will route you directly to the Fund Distribution screen.

FUND DISTRIBUTION identifies what fees were collected on a document and how those fees were distributed.

GLIST is a PF function key label. It is a shortcut option that will route you directly to a list of governing persons for that specific UBI.

GNAM is the four-letter code used in the *Transfer* field to search for a business by the governing person (officers, partners, members, sole proprietors, etc) name.

ICMP is an application type meaning incomplete. When an applicant fails to respond to a RFI or RFP, the application will be marked as incomplete and no license will generate.

IMBA is an MLS procedure. It is the verification process used for electronically filed applications (Internet).

INQA is the four-letter code used in the *Transfer* field to access the Detail Inquiry Access screen to obtain detailed account information. The UBI number must be known to display the account information.

INQR is the four-letter code used in the *Transfer* field to access the Business Query screen to obtain specific account information in a composite view. The UBI number must be known to display the account information.

LGJC is the four-letter code used in the *Transfer* field to access an account by City of physical location and the Firm Name or by County of the physical location and Firm Name. When inquiring by City and Firm Name, the physical location address must be within City Limits.

LIC is a PF function key label. It is a shortcut option that will route you directly to the License Issuance History Screen.

LOCNLIST is a PF function key label. It will display a list of all locations for a specific UBI.

LNAM is the four-letter code used in the *Transfer* field to search for any legal entity name (Corporation, LLC, LLP, Partnership).

LRNL is an MLS procedure, as well as a document type meaning Location Renewal. It is the annual renewal filing for locations with renewable endorsements.

LU6.2 is a PF function key label. It is a shortcut option that will display information from the UBI database.

MAINT is an application type meaning maintenance. It indicates the document was processed through a maintenance procedure (generally BLMA).

MBA is a document type meaning Master Business Application.

MISC is a document type meaning miscellaneous. It is a generic document type to encompass a variety of documents.

Example: letters of change are coded MISC.

MLS Process is the procedure used to process a document.

MMIS is the four-letter code used in the *Transfer* field to obtain MMLS document statistics.

MMLS is the four-letter code used when logging into the Master License Service database. It is an application within the IBM mainframe.

NSF Flag is an indicator to identify whether a Non-Sufficient Fee check was received on a specific application.

ONAM is the four-letter code used in the *Transfer* field to search for an Other entity type (Municipality, Association, etc) by owner name.

ORIG is an application type meaning origination. It identifies the document was processed through verification.

OVR Flag is an indicator to identify if an overpayment exists on a specific application.

PF Function Keys are shortcut options displayed at the bottom of each screen for direct routing to other screens. PF Function keys are a navigational tool throughout the MMLS database.

PNAM is the four-letter code used in the *Transfer* field to search for a Partnership by owner name.

Pxxx are MLS procedures used to process all insurance policy maintenance. There are several procedure codes for insurance policy processing, all of which begin with the letter P.

Received Date is the date a document was received by an agency office or the Master License Service.

REGISTRATION ENDORSEMENT is an endorsement that remains in active status until the regulating agency closes the account. The business does not need to renew these endorsements.

Examples: Tax Registration, Unemployment Insurance, Industrial Insurance, and City of Bellevue.

REFD Flag is an indicator to identify if a refund was issued on a specific application.

RENEW is an application type meaning renewal. It indicates the document was processed through a procedure used to renew the account (generally CRNL or LRNL).

RENEWABLE ENDORSEMENT is an endorsement that needs to renew on an annual basis.

Examples: Minor Work Permits, Underground Storage Tanks, White Water River Outfitter, Small Scales, and Licensed Limousine Carrier.

RFI is a Request for Information of a required data element, as well as a document type.

RFI Flag is an indicator to identify a specific document has an outstanding Request for Information.

RFP is a Request for Payment of required fees, as well as a document type.

RFP Flag is an indicator to identify a specific document has an outstanding Request for Payment.

RHIST is a PF function key label. It is a shortcut option that will route you directly to the Renew Request History screen.

RPAY is an MLS procedure used to clear an RFP.

SERV is a PF function key label. It is a shortcut option that will route you directly to the Location Info 2 screen (product/services).

SOSO is a document type used by Secretary of State. This identifies the document as a filing with the Secretary of State's Office.

SNAM is the four-letter code used in the *Transfer* field to search for the Spouse of a governing person.

Sxxx are MLS procedures used primarily by Secretary of State staff. There are several procedure codes for Secretary of State processing, all of which begin with the letter S.

TOP is a PF function key label. It is a shortcut option that will return you to the top of a list.

Transfer Field is on the bottom left-hand corner of most MMLS screens. The *Transfer* Field is a navigational tool throughout the MMLS database.

TRDN is the four-letter code used in the *Transfer* field to search for a by the registered Trade Name.

TRDU is the four-letter code used in the *Transfer* field to display a list of registered Trade Names for a specific UBI. The UBI number must be known.

TRNSF is a PF function key label. It is a shortcut option that will move your cursor directly to the *Transfer* field.

UBI is the Unified Business Identifier. A UBI number is a nine-digit number assigned to a legal entity.

UNKNW is an application type meaning unknown. It identifies the document has not been processed.

USPE is an MLS procedure used to post Unscheduled Payment Entries. This process is generally used to transmit funds to another agency or refunds fees on a document that did not need to be processed otherwise.

Vxxx. is the MLS procedure for origination of business accounts through the verification process. VREG indicates registration endorsements or a trade name were added to the account; VREN indicates renewable endorsements were added to the account; and VTMP indicates no endorsement, nor trade names were added to the account (VTMP is commonly seen on domestic accounts).

WHAT is the four-letter code used in the *Transfer* field to display all the procedure codes available to you.

\$\$\$ FLAG is an indicator to identify if money was received on a specific application.

Status Codes

Status codes appear on many screens. Status codes are assigned to corporation ownership, locations and endorsements. Codes are as follows:

A is Active

T is Terminated

P is Pending (awaiting regulating agency approval)

S is Suspended (assigned when Dept. of Revenue revokes tax registration)

W is Withdrawn (closed prior to approval)

H is Hold (waiting for supporting documents and will not renew until hold is lifted)

Searches

All MMLS search screens follow the same basic procedures. Each initial search screen will display defined fields for you to key in your information. You will then need to press <Enter>, which will display a list based on your search criteria.

You do not need to type in complete information when conducting a search.

Example: if you are searching FNAM for “Papercraft”, you can type in “Paperc” and it will bring up all names starting with “Paperc” in alphabetical order.

At the bottom of each screen, PF key shortcut options will be displayed for direct routing to the other search screens.

All search screens will display:

- Name
- UBI Number
- City of Business Location

Additionally, the following information may be available based on the search screen:

- Business Status
- Business ID
- Location ID
- Governing Person Title
- Trade Name Registration Date
- Trade Name Cancellation Date
- Location Address

To exit an account, you are always given one of three options:

- Press <PF12> to return to the main menu.
- In the *Transfer* field, type the appropriate four-letter code.
- Change the 'N' to a 'Y' in the field to the right of the word EXIT in the lower right-hand corner of the screen. Then press <ENTER>.

MASTER LICENSE SYSTEM
SEARCH SCREEN

Search: PAPERCRAFT_____

SEL	FIRM_NAME	STATUS	UBI	BUS	LOCN	City
- 1)	PAPERCRAFT INC	A	601 669 035	1	1	TUKWILLA
- 2)	PAPERCRAFT SPECIALTY CO INC	A	409 017 101	1	1	SANTA FE SPRING
- 3)	PAPERDOLLS	T	601 194 313	1	1	RAYMOND
- 4)	PAPERDOLLS	T	601 327 531	1	1	SEATTLE
- 5)	PAPERDOLLS	A	601 624 203	1	1	OLYMPIA
- 6)	PAPERDOLLS II	A	600 357 246	1	1	FREELAND
- 7)	PAPERDOLLS II	A	600 648 162	1	1	FREELAND
- 8)	PAPEREXCHANGE.COM LLC	A	602 008 373	1	1	BOSTON
- 9)	PAPERHANGING BY KERRY WORKMA	T	601 142 974	1	1	LONGVIEW
- 10)	PAPERHANGING BY LINDA	A	601 926 692	1	1	SPOKANE
- 11)	PAPERKLIPS	T	601 708 424	1	1	VANCOUVER
- 12)	PAPERLESS BUSINESS SYSTEMS, INC.	A	601 792 005	1	1	KIRKLAND
- 13)	PAPERLESS BUSINESS SYSTEMS, INC	A	601 792 005	1	1	SEATTLE

PAGE : 01

TRANSFER: _____

<ENTER>-PF1 ---PF2 ---PF3 ---PF4 ---PF5 ---PF6 ---PF7 ---PF8 ---PF9 ---PF10 ---PF11 ---PF12 ---
LJGC GNAM CNAM PNAM ONAM TRDN FEIN TOP ADDR MENU

Detail Search Screen

To obtain detailed information on a specific account, enter a 'Y' in the SEL column to the left of the account you are inquiring about. Press <ENTER>.

The detail information screen will display:

- Ownership Type
- Legal Entity Name
- UBI Number
- Business Id Number
- Account Status
- Address

Additionally, the following information may be available based on the search screen:

- Governing Person Name
- Governing Person Title
- Business Location ID
- Business Phone Number
- Firm Name/DBA
- Corporate Account Number
- Corporate Status
- Date and State of Incorporation
- Registered Agent Address
- Business Open Date

MASTER LICENSE SYSTEM
DETAIL SEARCH SCREEN

SEARCH: PAPERCRAFT_____

SEL	FIRM_NAME	STATUS	UBI	BUS	LOCN	CITY
Y	1) PAPERCRAFT INC	A	601 669 035	1	1	TUKWILA
_	2) PAPERCRAFT SPECIALTY CO INC	A	409 017 101	1	1	SANTA FE SPRIN
_	3) PAPERDOLLS	T	601 194 313	1	1	RAYMOND

SEARCH_DETAIL_INFORMATION

```

| 1) UNREGISTERED CORPORATION |
| PAPERCRAFT INC              |
|                               |
|                               |
| UBI: 601 669 035 001 0001 ACTIVE | 11 11 1911 |
|                               |
| PAPERCRAFT INC              |
| 6701 S GLAICA                |
| TUKWILA WA 98188            |
|                               |
|_____TRANSFER:_____PF3=LOCNLIST_____EXIT N_____|
    
```

Location List

To obtain physical location information on an account, press PF3 to view the list of all locations for this business.

If a business has more than one location, all locations for this BUSID will display.

If END OF LIST does not appear at the bottom of the location list, press <Enter> to display more locations.

When the list of locations displays and there are multiple locations, you may then narrow down the location list based on a specific city. Go to the field identified *City* and key in the city name. Press <Enter>. Only the locations with that city address will be display.

To select a location, choose the number shown immediately to the left of the desired location and type it in the blank line next to the work "SEL:" (you do not need to type the leading zeros). <Tab> to the *Transfer* field and key in INQA or INQR to obtain further information on that specific location. Press <Enter>.

This location list screen will display:

- Ownership Name
- Blank line—allowing you to enter the location number you wish to view
- UBI Number
- Location ID Number
- Location Status
- Firm Name/DBA
- Location Address
- Business Phone Number
- Business Open Date

```

INQ   LOC300H1           Master Licensing System           08/11/2008
----
                        Location List                 10:59
UBI: 600 599 541 001  PETROCARD SYSTEMS, INC.
App  Locn      Physical Address      Phone Number  Sts Actiu Dt Trd
-----
  1   PETROCARD SYSTEMS, INC.      (800) 950-3835  A  12/01/85
    L   104 S OLYMPIC AVE
    A   ARLINGTON VA 98223
  2   PETROCARD SYSTEMS, INC.      (800) 950-3835  A
    L   9826 7TH AVE SE
    R   EVERETT WA 98204
  3   PETROCARD SYSTEMS, INC.      (800) 950-3835  A
    L   19221 HIGH ROCK RD
    P   MONROE WA 98272

Sel: 3___ List Only For City: _____
Transfer: INQA          * List Continues *           Pg: 1
Tran  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11
Ente   Help          Caplt
    
```

Application List Screen (APPL)

This screen allows you to enter a UBI number and view all the applications received for a specific UBI number.

Use the following shortcut keys to review specific information:

- PF1=HELP-Definition of Screen
- PF4=CMPLT-Complete the screen
- PF8=UBIX-UBI message screen
- PF9=Bkwrđ-Move backward 1 page at a time
- PF10=Left-Return to the left side of the screen
- PF11=Right-To view comments on the right
- PF12=Menu-Return to Search/Inquiry Menu

To identify Internet filed applications, the last four digits will be 5001 or greater and the DOC TYPE will indicate IMBA. All Internet applications are electronic records and a paper document was not microfilmed. If you require a copy of an Internet application, you must request it directly from Master License Service.

This APPL screen will display:

- Select Code – see page 8-18
- Application ID
- BUS ID
- BUSLOC ID
- Received Date
- Application Type
- Document Type
- MLS Process
- Total Fees Required
- Total Fees Received
- Overpayment Flag
- Refund Flag
- RFP Flag
- RFI Flag
- NSF Flag
- Comment Marker

Master Licensing System										11/30/2005							
UBI Application List										14:11							

UBI: 600 000 966																	
												O	R	R	R	N	C
												u	f	f	f	s	m
S1	Appl Id	Bus	Locn	Rcvd	Dte	Appl Type	Doc Type	Mls Proc	Totl Fee	Rmtd Amt	r	d	P	I	F	t	

--	05 223 0012	2	2	08/11/05	MAINT	MISC	CRFI										
--	05 223 0011	2	2	08/11/05	ORIG	MISC	UREN		45.00	5.00			Y	Y			>
--	05 223 0010	2	1	08/11/05	ORIG	MISC	UREN		120.00	5.00			Y	Y			>
--	01 081 0870	1	1	03/22/01	MAINT	MISC	BLMA										>
--	01 019 0306	2	1	01/19/01	ORIG	MBA	UREG		20.00	20.00							>
--	95 240 0233	1	1	08/28/95	MAINT	RFP	RPAY										>
--	95 205 0636	1	1	07/14/95	ORIG	MBA	UREG		20.00	20.00							>
--	92 186 0066	1	1	08/29/92	CONUR	CONU	CONU										>

Transfer: ----										* End of List *				Pg: 1			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---																	
Help				Cmplt				UBIX				Right Menu					

The below Select Codes are used on most of the screens listed on page 43. Use them to obtain more information between the different screens when indicated. You will be able to recall the list of select codes available by pressing the <PFI> Help key on those screens that use the codes.

Master Licensing System Select Codes	
Cd	Description
--	-----
AC	Application Comment / Audit
AF	Application Fund Distribution
AX	Application Fund Distribution – (repeat for all items)
AP	Application Purpose / Type
AS	Application Signature
IA	Internet Application
EA	Endorsement Audit Information
ED	Endorsement Detail – (if relevant)
FT	Full Text Window
FX	Full Text Window – (repeat of all items)
LE	Legal Entity
LO	Location
LX	Location – (repeat for all items)
EL	Endorsement List
AL	Application List
RI	Request for Information List
RP	Request for Payment List
LI	License Issuance List
AR	ARD Issuance List
Select: --	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-- SrHlp	

Detail Inquiry Access (INQA)

This screen is displayed when you type INQA in the *Transfer* field

INQA allows you to obtain detailed account information for a specific UBI. The UBI number must be known to display the account information.

You will need to enter the UBI number, BUS ID, BUSLOC ID. You do not need to type leading zeros in the BUS ID AND BUSLOC ID.

Next select the MMLS screens you want to view for that UBI number. To select a screen, type a 'Y' over the 'N' to the left of each screen description you want to view. You may select as many screens as you like. Then press <Enter>.

If you do not know the BUS ID or BUSLOC ID leave the field blank and press <Enter>. If there is more than one BUS ID or BUSLOC ID, the list screen will appear. Use the <Tab> key to move the cursor to the correct business owner or business location. Type a 'Y' in the field to the left of the owner or location. Press <Enter>.

Detail Inquiry Access Information

```

Master Licensing System          08/11/2008
INQA HEN500P1                   Detailed Inquiry Access      11:13
-----
          UBI: 600 599 541   Bus Id: 1__   Busloc Id: 3___
Application Id:  __  ___  ____
-----
_ Legal Entity                   _ Location                       _ Endorsement(s)
_ Application List               _ Trade Name(s)
_ License Issuance              _ ARD Issuance
_ Request for Information        _ Request for Payment           _ Renewal Rqst History
_ Location Activity             _ Location Employment          _ Domestic Employment
_ Public Information

Transfer:  ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  BLMA  Trnsf                Locnl                StPrf                HHenu
    
```

Legal Entity

Information on this screen will vary based on the legal entity type.

- Business Status
- FEIN Number
- Ownership Type
- Owner Name
- Home/Mailing Address
- Registered Agents Name
- Expiration Date
- Secretary of States Endorsement Status
- Endorsement Type
- Secretary of States Corporate Account Number
- Secretary of States Incorporation State and Date
- Owners Birthdate
- Owners Social Security Number
- Owners Resident Phone Number
- Spouses Last, First, and Middle name
- Spouses Social Security Number (if available)

- Spouses Birthdate (if available)
- Partnership Type (G is General - L is Limited)
- Organization Type (i.e. Association, Municipality, Government Agency, etc.)
- Option to view officer/partner screen (F7)

Officers/Partners Screen (1 of 2)

This screen is applicable to governing persons in a partnership, corporation, limited liability company, limited liability partnership and other type (association, municipality, etc) legal entities (not sole proprietors).

- List of Governing Persons for Business
- Governing Person Address
- Governing Person Title

Officers/Partners Screen (2 of 2)

This screen is displayed for each name you selected on the Governing Persons List screen.

- Governing Person Last Name
- Governing Person First Name
- Governing Person Middle Name
- Governing Person Birthdate
- Governing Person Social Security Number
- Governing Person Percent of Ownership (if applicable)
- Governing Person Address
- Governing Person Phone Number
- Governing Person Title
- Spouse Last Name
- Spouse First Name
- Spouse Middle Name

Location Screen

- Business Name
- Business Open Date
- Firm Name/DBA
- Business Mailing Address
- Business Status
- Business Physical Address
- Location Status
- Business Phone
- Business Fax Number
- Name of County
- LGJC

Endorsement List Screen

- Business Name
- Select Code – see page 8-18
- MLS Endorsement ID
- Endorsement Description
- Endorsement Restriction Indicator
- Endorsement Account Number (if applicable)
- Endorsement Origination Date
- Endorsement Status
- Endorsement Status Restriction
- Endorsement Expiration Date
- RFP Flag
- RFI Flag
- NSF Flag

Application List Screen

This screen will display applications received for this specific business location.

- Business Name
- Select Code – see page 8-18
- Application ID Number
- Application Received Date
- MLS Process
- Total Fees Required
- Total Fees Received
- Amount of Overpayment
- Amount of Refund
- Amount of Request for Payment
- Request for Information Flag
- Non Sufficient Funds Flag
- Comment Marker

Trade Name List Screen

- Owner Name
- Select Code – see page 8-18
- Trade Name
- Registration Date
- Cancellation Date
- RFP Flag
- RFI Flag
- NSF Flag

License Issuance List – Location Screen

This screen shows when licenses were issued for a specific location.

- Business Name
- Select Code – see page 8-18
- Application ID Number
- MLS Process
- Date License Requested
- Requestor ID
- Date License Printed
- License Returned to MLS Flag
- License Canceled Flag
- License Printed ON-Site Flag
- RFP Flag
- RFI Flag
- NSF Flag

ARD Issuance – Location (3 month retention) Screen

This screen shows when an ARD was sent, and to which agencies.

- Business Name
- Select Code – see page 8-18
- Application ID Number
- Agency ID Number
- Endorsement ID Number
- Endorsement Description
- ARD Type (F is Final P is Preliminary)
- Date ARD Requested
- Requestor ID
- Date ARD Printed
- RFP Flag
- RFI Flag
- NSF Flag

Request for Information (RFI) - Location Screen

This screen shows what information was not provided on the document submitted.

- Business Name
- Select Code – see page 8-18
- Description of Missing Information
 - Due Date of RFI
 - Date RFI Letter Requested
- Request Type (R is required A is agency desired)

Request for Payment (RFP) List – Location Screen

This screen shows money that was not received with an application and has been requested from the applicant.

- Business Name
- Select Code – see page 8-18
- Application ID
- Total Fees Required
- Total Fees Received
- Original Amount of RFP
- Date RFP Issued
- Amount Paid
- Date RFP was Received Back From Client
- RFP Letter Canceled Flag
- RFI Flag
- NSF Flag

Location On-Site Renewal Print History Screen

This screen shows the history of “on-site” renewal requests ordered by MLS operators.

- Business Name
- Document Requested
 - Type of Renewal Request (Normal or Delinquent)
 - Date Requested
 - Requesting Operator ID
- Business Mailing Address
- Alternate Address Flag

Location Activity Screen

- Business Name
- Estimated Gross Annual Income Category
- Business Activity
- Description of Products and/or Services Rendered in Washington
- Buy/Lease/Acquire Business Indicator
- Buy/Lease/Acquire Date
- Prior Business Name
- Prior Owner Name
- Prior Owner Phone Number
- Fixtures/Equipment/Tax Paid Indicator
- Purchase Price
- Controlled/Affiliated Indicator
- More Than One Name Indicator
- Controlled/Affiliated Entity

- UBI Number to be Closed
- Owned Another Business Name
- Owned Another Business UBI
- Bank Name
- Bank Branch Name

Location Employment Screen (1 of 2)

- Business Name
- Date of First Employment
- First Date Wages Paid
- Number of Persons to be Employed
- Number of Minors (under the age of 18)
- Number of Minors :
 - Ages 16-17
 - Ages 14-15
 - Under Age 14
- Minors Duties
- Major Operation Code
- Combined/Separate Reporting Indicator ES
- Combined/Separate Reporting Indicator L&I
- Optional Unemployment Coverage
- Optional L&I Coverage for Owners/Officers
- Optional L&I Coverage for Excluded Employment

Location Employment Screen (2 of 2)

This screen shows information regarding planned employment.

- Business Name
- Select Code – see page 8-18
- Description of Job Duties
- Number of Employees Performing These Duties
- Estimated Number of Worker Hours

Domestic Employment Screen

This screen shows information regarding domestic employees. Domestic history is retained for 12 months.

- Business Name
- Date of First Employment
- First Date Wages Paid
- Number of Persons to be Employed
- Corporate officers with unemployment insurance Indicator

- Sole prop/partners or corporate officers who are Directors/Shareholders Indicator
- Application for optional coverage Indicator
- Employee Activity Description
- Number of Employees
- Workers Hours

Public Information Inquiry Screen

This screen shows all information that is public and may be released to the general public. The information may be presented over several screens.

- UBI Number
- Ownership Type
- Owner Name(s)
- Business (DBA or Trade) Name
- Business Mailing Address
- Business Location Address
- Location First Activity Date
- Endorsements and their status

Corporate Information, Office of Secretary of State:

- Corporate Name
- Register Agent Name and Address
- Officer Name(s) and Title (but not address)
- Expiration Date
- State of Incorporation
- Incorporation Date

Business Query (INQR)

This screen is displayed when you type INQR in the *Transfer* field

INQR allows you to obtain specific account information in a composite view. The UBI number must be known to display the account information.

You will need to enter the UBI Number, Business ID and Location ID of the business you want to review. Press <Enter>.

If you do not know the Business ID or Location ID leave the field blank and press <Enter>. If there is more than one business owner or business location, the list screen will appear. Use the <Tab> key to move the cursor to the correct business owner or business location. Type a 'Y' in the field to the left of the owner or location. Press <Enter>.

INQR is made up of two screens. Pressing <Enter> while in the first Inquiry screen will access the second screen.

Screen 1 of Business Entity Inquiry will display:

- UBI Number
- Ownership Type
- State of Incorporation
- Date of Incorporation
- Location Status
- Corporation Status
- Owner Name
- Registered Agent Name
- Registered Agent Address
- Expiration Date
- Total Shares Authorized (Corporation)
- Total Shares Issued (Corporation)
- Firm Name/DBA
- Business Location Address
- Business Mailing Address
- Business Phone Number
- Registered Trade Names Indicator
- RFI Flag
- RFP Flag
- NSF Flag
- Business Open Date
- Date Last License Was Issued

INQR	MASTER LICENSE SERVICE BUSINESS ENTITY INQUIRY	

UBI: 178 097 122 001 0001	State of Inc: WA	Loc Status: A
Type: PROFIT CORPORATION	Date of Inc: 07 20 1950	Corp Status: T

Owner Name: APPLIANCE PARTS CO.		
Reg. Agent:	KIMBERLY HANSBERRY FLEEGE	
Reg. Address:	27724 1ST PL W BOTHELL WA 98021	Exp. Date: 10 31 1994
		Total Shares authzd:
		Total Shares issued:
Firm Name :	APPLIANCE PARTS CO, INC.	
Loc:	14715 AURORA AVE N SEATTLE WA 98133	Mail: 435 5TH AVE W KIRKLAND WA 98021
Phone: (206) 622-0152	Registered Trade names for this UBI? No	
RFI: No NSF: No	Location First Activity: 04 01 1991	
RFP: No Withhold: No	Last License Issue: 01 20 1994	
TRANSFER: ____ {Press <<ENTER>> for Endorsements List}		
<ENTER>PF1- -PF2- -PF3- -PF4- -PF5- -PF6- -PF7- -PF8- -PF9- -PF10- -PF11- -PF12- - -		
GLIST APLST LU6.2 SERV TRDU INQA		INQR MMENU

Data Entry Rules for the Master License System

The following rules for data entry of the Master Business Application were established through the efforts of the UBI Operations Committee. The maintenance of entry standards is the key to mutual understanding of shared data.

The Departments of Revenue, Employment Security, and Labor and Industries have agreed upon a list of required data elements. If any of the required data elements do not appear on a Master Business Application a Request for Information is sent out to the applicant. The RFI will remain on the account until the applicant supplies the information.

If the applicant fails to respond, the application will be marked as incomplete and no license document will be generated.

Agency Required Data (ARD)

Agency Required Data (ARD) is defined as the electronic notification of the application information that is transferred to regulating agencies.

There are three types of ARDs:

- Preliminary
- Final
- Informational (courtesy)

Preliminary and Final ARDs are generated when an account has been endorsed for the regulating agency. The difference between the Preliminary ARD and the Final ARD is the application that generated the Preliminary is missing a required data element and/or the appropriate fees were not paid. Upon receipt of the missing information and/or payment from the applicant, the Preliminary ARD will be followed with a Final ARD.

An Informational ARD is generated when a defined field of interest contains certain data; however an endorsement is not added to the account.

An ARD can be generated in three ways:

- An agency's endorsement is selected (preliminary and final)
- If some fields contain certain data (informational)
- An operator requests that an agency receive one (informational)

When selecting the following fields from the Master Business Application, the MMLS system will automatically endorse the account for the regulating agency and send an ARD:

Application

<u>Section</u>	<u>Field Name</u>	<u>Agency Endorsed</u>
Section 1	Open/Reopen Business Change Ownership Register Trade Name Change or Open Location	DOR
Section 1	Hire Employees Hire Employees Under Age 18	ES and L&I ES, L&I and Minor Work
Section 5A	Date of Hire	ES and L&I
Section 5C	Number of persons under 18 List specific duties of minors	ES, L&I and Minor Work

An Informational ARD will be sent to the regulating agency when information is entered into the following fields (the account will not be endorsed):

<u>Application Section</u>	<u>Field Name</u>	<u>Agency Notified</u>
Front Page	Comments	DOR
Section 2	Registering Trade Name	DOR
Section 3A	Non-Profit Corporation	L&I
Section 5G	Voluntary ES Coverage (‘Y’ answer)	ES
Section 5H & I	Optional L&I Coverage (‘Y’ answer)	L&I

Data Entry Error Definitions

The following definitions for data entry error were established through the efforts of the UBI Operations Committee. The error definitions were used as a tool for measuring quality assurance.

An error is any data field on the Agency Required Data (ARD) which contains information that cannot be directly deduced from information supplied by the applicant. Errors can be produced by incorrect data keying or by omission of information.

There are three types of data entry errors:

- **Fatal Error:** The client agency is unable to establish an account, or the license cannot be delivered to the applicant. (e.g. missing owner name, incorrect or missing owner and/or location addresses).
- **Critical Error:** Results in erroneous information appearing on the license. (e.g. misspelled owner or firm name).
- **Noncritical Error:** Does not appear on the license, and has no effect on establishment of accounts or delivery of information. (e.g. spouse's social security number, reference name and address).