
UBI SYSTEM

The DOR/UBI database allows users to search for business information on existing accounts and issue UBI numbers for new businesses.

To navigate from screen to screen you will need to use function (F) keys. The function keys are labeled to easily identify their purpose for each screen.

The label SF means: hold down the shift key and the function key at the same time. (Example Shift + F3 would be written SF3.)

Note: Throughout this chapter, the documentation refers to the use of "F" 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 "F" key noted.

Screen 1700 - Unified Business Identifier (UBI)

The Unified Business Identifier Menu screen is used by the Departments of Licensing (DOL), Labor & Industries (L&I), Revenue (DOR), Employment Security (ES), the Office of the Secretary of State (SOS) and many other participating UBI agencies to view:

- UBI Account Name and Address
- Agency Number Cross-References
- UBI News
- Alpha Cross-Reference
- DOR Business Registration Menu
- UBI New Account Add
- UBI Unverified Account Update
- UBI News Add/Delete

State of Washington
Unified Business Identifier (UBI)
System Menu

Today is 05/15/2008

-- INQUIRY --	-- UPDATE --
1 UBI Name/Address 2 Agency Number Cross-reference 3 UBI News 4 Alpha Cross-reference 5 DOR Business Registration Menu	A UBI New Account Add (password required) B UBI Unverified Account C UBI News Add/Delete

Enter Selection: 1 (1-5 or A-C)

TAA604

==< 1700 >==< BI >===== < Unified Business Identifier >===== < P >==< R100 >
 F1-Enter F10-Help F12-Menu/GoTo

1. To select an **"INQUIRY"** from the UBI Menu:
 - Enter the "Selection" number. Press F1 to inquire.
 - DOR staff can use the "Command Line" (the updateable line at the bottom of the screen) to move to a specific screen. Key the screen number on the line. Press F12-Menu/GoTo.

2. To select an **"UPDATE"** from the UBI Menu:
 - Enter the "Selection" alpha character then press F1 to move to the selected update screen.
 - DOR staff can use the "Command Line" (the updateable line at the bottom of the screen) to move to a specific screen. Key the screen number on the line. Press F12-Menu/GoTo.

NOTE: Inquiry Selection number 5 "DOR Business Registration Menu" has limited access.

Screen 1701 - UBI Name Address Inquiry

The UBI Name Address Inquiry screen provides the following account information:

- UBI number
- Name
- Account address
- Phone number
- Open / close dates
- Owner account type
- SSN
- FEIN
- Agencies affected
- Cross-references
- Date the UBI number was initiated

Enter UBI # or NAME : _____		000 000 000	OPEN	CLOSED
NAME /DBA / ADDRESS /PHONE #		UBI		
		LAST ACT:		
		TYPE OWNER		
		AGENCIES AFFECTED:	DOR REVOKED ACCT:	
		DOR		
		DOL		
		ES		
SSN		L&I		
FEIN		SOS		
CROSS REFERENCES				
		INITIATED DATE:		
		DOR RECEIVED DATE:		
		DOR VERIFIED DATE:		
		DOR REVOKED DATE:		
For General Info---Press F6				
= < 1701 > = = < BI > = ===== = < UBI Name Address Inquiry > = ===== < P > = = < R101 > =				
F1-Alpha Xref	F2-UBI Inq	F3-Agency Xref	F4-Cross Refs	F5-Issue UBI
F7-DOR Inq	F8-Print Scrn		F10-Help	F12-Menu/GoTo

1. Key the Name, UBI or Sequence line number, on the input line at the top of screen.
 - Press F1 if inquiring by name.
 - Press F2 if inquiring by UBI or Sequence number.

2. When account information is displayed, use shortcut function keys to view additional information for that UBI.

Screen 1702 - UBI Agency Acct Number Xref

The UBI Agency Acct Number Xref screen provides information on all agency numbers associated with the UBI number that is displayed.

```

Enter Agency# & Code or UBI# or Name:
_____|_____
(Use a ; to separate agency# & code)      601000000

A B C CORPORATION

1234 S ANY ST # H
SEATTLE                WA 98108-5112

All agency numbers associated with UBI number: 601 000 000
00300001      L&I
00100001      DOL
15509900      ES
601000000     DOR

== < 1702 > == < BI > ===== < UBI Agency Acct Number Xref > ===== < P > == < R103 >
F1-Alpha Xref      F2-UBI Inq      F3-Agency Xref      F5-Page Fwd      F10-Help
                   F6-Page Bwd      F12-Menu/GoTo
    
```

1. Key the UBI or Sequence Line number on the input line at the top of screen.
 - Press Function Key “F3” to inquire.

2. You may also inquire by an “Agency Account Number” & code:
 - Key in the Agency number, a “semi colon”, no spaces, then the agency code on the input line. Press F3.
Example: 64300240;ES.

NOTE: DOL accounts can only be accessed by UBI#. Press F3.

3. UBI Name Address Inquiry screen displays shortcut function keys to other screens.

Screen 1703 - UBI Alpha Xref Inquiry

The UBI Alpha Xref Inquiry screen provides the ability to search for an account by Name, UBI Number or Sequence Line Number.

- Search can be by Legal Entity name, DBA Name, Spouse or Partner name.
- DOR Status indicates if the account is Active (open) or Closed.

ENTER NAME, UBI, OR SEQ.#:					
A & M					
SEQ	UBI#	Entity/DBA/Spouse/Partner	DOR Status	City	
1	601662759	A & H ENTERPRISES L L C LLC	Active	TWISP	WA
2	601546043	A & M WAREHOUSES INC CORP	Active	AUBURN	WA
3	601604840	A & R CABLE THINNING INC CORP	Active	NOOKSACK	WA
4	600064694	A & R CONSTRUCTION INC CORP	Active	LEWISTON	ID
5	601886859	A & V ACQUISITIONS INC CORP	Active	STRONGSVILL	OH
6	578030495	A 1 AUTO WRECKING CORP	Active	WOODINVILLE	WA
7	600465142	A 1 QUALITY PAINTING SOLE	Active	BENTON CITY	WA
8	600027328	A A A BUILDING MAINTENANCE INC CORP	Closed	SEATTLE	WA

= < 1703 > ==< BI > ===== < UBI Alpha Xref Inquiry > ===== < D > == < R102 > ==
 F1-Xref F2-UBI Inq F3-Agency Xref F5-Page Fwd F6-Page Back

1. Key the Name, UBI or Sequence line number, on the input line at the top of screen.
 - Press F1 if inquiring by name.
 - Press F2 if inquiring by UBI or Sequence number.
 - Press F5 to page forward through the Alpha listing.
2. UBI Alpha Xref Inquiry screen displays shortcut function keys to other screens.

Screen 1704 - UBI - DOR Name/ Address Inquiry

The UBI – DOR Name Address Inquiry screen provides information on an account number in Department of Revenue Tax Reporting screen. The following information is displayed:

- Account address
- Phone number
- Open / close dates
- Owner account type
- Phone number
- Reporting frequency
- Effective date of frequency
- Previous reporting frequency
- Standard Industrial Classification (SIC) code
- North American Industry Classification System (NAICS) code
- Local Sales/Use Tax Code (LSU)
- Locator code (LOC)
- Email address
- Account information
- Account status
- Last change action
- Last change date

Enter Reg # or Seq #: _____	602 146 633	Open: 09/01/2001 Closed: 00/00/0000
A B C CORPORATION		CORPORATION EXCISE TAX
1234 S ANY ST #H SEATTLE (206) 555 - 5555 UBI: 601 000 000 NAICS: 444120 SIC: 5231 LSU: 1901 Loc: 191	WA 98108-5112 FAX: (000) 000-0000 Frequency: QUARTERLY Effective: 00/00/0000 Previous: Email:	
- Acct Info - DED DETAIL	- Acct Status -	Last Change: 09/07/2001 NEW
==< 1704 >===< BI >===== < UBI -- DOR Name/Address Inq >===== < P >===< R330 >== F1-Enter F3-Screen 2 F5-EFT F10-Help F11-Return F12-Menu/GoTo		

1. Key the UBI number on the input line at the top of screen.
 - Press F1 to inquire for DOR Name/Address.
2. UBI – DOR Name/Address Inquiry screen (1704) lists shortcut function keys to other screens.
 - F3 will take you to UBI—DOR Name/Address Inquiry # 2.
 - F5, if available, has limited access.

Screen 1704 - UBI - DOR Name/ Address Inquiry # 2

The UBI – DOR Name Address Inquiry # 2 screen provides the following information on an account number in Department of Revenue Tax Reporting system:

- Excise Tax Forms date
- Retail Tobacco License expiration date
- Distributor Tobacco License expiration date
- Retail Cigarette License expiration date
- Wholesale Cigarette License expiration date
- Machine Cigarette License expiration date
- Fish License year
- Fish Dealer number
- Audit Information
- More account information
- More account status

Enter Reg # or Seq #: _____	602 146 633
A B C CORPORATION	
Excise Forms Date: Q3/01	Retail Tob Lic 00/00/0000 Distr Tob Lic 00/00/0000 Retail Cig Lic 00/00/0000 Whsle Cig Lic 00/00/0000 Mach Cig Lic 00/00/0000 Fish License Mo/Yr: 00/0000 Fish Dealer #: 000000
- Audit Assignment -	
Date Assigned:	Audit Period: 00 0000 to 00 0000
Audit Number: 0000000	Supervisor:
Section/Div:	Auditor:
- More Acct Info - - More Acct Status -	
==< 1704 >===< BI >===== < UBI -- DOR Name/Address Inq >===== < P >===< R330 >= F1-Enter F2-Screen 1 F5-EFT F10-Help F11-Return F12-Menu/GoTo	

1. Key the UBI number on the input line at the top of screen.
 - Press F1 to inquire for DOR Name/Address Inquiry # 2.

2. UBI – DOR Name/Address Inquiry screen lists shortcut function keys to other screens.
 - F2 will take you to the “UBI—DOR Name/Address Inquiry # 1.
 - F5, if available, has limited access.

Screen 1705 - UBI News Inquiry Main Menu

The UBI News Inquiry Main Menu screen provides UBI News that may be critical to all participating agencies. This screen has limited update access.

UBI News Inquiry Main Menu		PAGE 1		
Name	News Date	Agency	Subject	
__SMITH, DENISE	08/18/2001	DOR	FEIN	

You are at the end of the news

= < 1705 > == < BI > ===== < UBI News Inquiry Main Menu > ===== < P > == < R104 > =
 F1-News Detail F6-Pg Fwd SF6-Pg Bwd SF10-Help F12-Menu/Go to

1. Press F1 to inquire for News Detail.
 - If there are multiple news items, place the cursor to the left of the item to be viewed, then press F1.
 - If there is additional News Detail on multiple pages, the screen will prompt the user to "Press F6 for Additional News Items."

Screen 1705 - UBI News Inquiry Detail

The UBI News Inquiry Detail screen provides the detailed information for all UBI News items.

UBI News Detail		PAGE 1
Name:	SMITH, DENISE	
News Date:	08/18/2001	Expired Date: 12/31/2000
Agency:	DOR	Subject FEIN
<p>Please review the memorandum of Understanding with the IRS, effective October 1, 1996.</p> <p>USE ONLY BLUE OR BLACK INK WHEN WRITING THE FEIN ON THE SS-4 FORM. ONLY ISSUE FOR COUNTER CUSTOMERS WITH MASTER BUSINESS APPLICATION</p> <p>DO NOT ACCEPT INCOMPLETE FORMS. IRS CONFIRMATION ON THE CONDITIONAL FEIN WILL TAKE UP TO TWO (2) WEEKS AFTER RECEIVING THE SS-4 FROM DOL. (PROVIDING THERE IS NO PROBLEM WITH THE SS-4 FROM)</p> <p>STATE OF WASHINGTON IS ONLY AUTHORIZED TO ISSUE FEIN FOR:</p> <p>More news text at the next page</p>		
<p>==== < 1705 > == < BI > ===== < UBI News Inquiry Detail > ===== < R104BI 2 > =</p> <p>F1-News List F6-Pg Fwd SF6-Pg Bwd SF10-Help F12-Menu/Go to</p>		

1. UBI News Inquiry Detail screen displays shortcut function keys to other screens.

Screen 1755 - Unverified Account Update

Unverified Account Update screen is used to correct the account information for UBI numbers that have not been verified.

Verified means that the account information has not been processed by DOR through an Agency Required Document (ARD) or that the DOR Verified Date on the UBI Name/ Address screen 1701 has not been manually updated.

If the account has been verified, you will receive the message: "You may not change this account." Send a UBI Change Form to the Department of Licensing for any changes to the account.

You may change the following information on screen one:

- Name
- DBA
- Address
- City
- State
- Zip
- Phone number
- Open date
- Close date
- FEIN
- Owner type
- Agencies affected

Enter UBI number to Change _____		OPEN CLOSED
UBI #: 602 000 000		UBI 01 01 2001 00 00 0000
NAME: SMITH INC _____		
DBA: SMITHYS _____		
ADDR1: _____		
ADDR2: 12345 ANY ST _____		
CITY/ZIP: ANY TOWN _____ WA 98504 1234		
PHONE: (360) 555 555		
FEIN: 91 - 2222222		
	TYPE OWNER: C	
	AGENCIES AFFECTED:	
	DOR A	
	DOL *	
	ES *	
	L&I *	
	SOS *	
Enter UBI account number and press F1		
=< 1755 >==< BI >=====< Unverified Account Update >=====< P >==< R111 >		
F1-Display Account F2-Next Screen SF5-UBI Menu SF10-Help F12 Menu/GoTo		

1. To change the account, key the UBI number on the input line at the top of screen.
 - Press F1 to inquire.

2. Change the desired fields.
 - Press F2 for the next screen.

Screen 1755 - Unverified Account Update Page 2

You may change the following information on page 2:

- SSN of owner
- Names and SSN of all cross-references
- General Information notes

ENTER PARTNER NAME(S)	
1. SMITHYS INC _____	** OWNER'S NAME
SSN: 000 00 0000	
2. _____	** DOING BUSINESS AS
3. _____	
SSN: 000 00 0000	
4. _____	
SSN: 000 00 0000	
5. _____	
SSN: 000 00 0000	
6. _____	
SSN: 000 00 0000	
7. _____	
SSN: 000 00 0000	
GENERAL INFORMATION	

NO CHANGES TO THE FIRST NAME AND ADDRESS SCREEN	
GA40402	
=< 1755 >=< BI >=< Unverified Account Update >=< P >=< R111 >	
F2-Change	F3-Cancel SF10-Help

1. Change the desired fields.
 - Press F2 key to change data or F3 to cancel Update.

FUNCTION KEY LABELS

Agency Xref

Will allow you to inquire on another account on the "UBI Agency Acct Number Xref" screen.

Alpha Xref

Will take you to the "UBI Alpha Xref Inquiry" screen.

Cancel

Will cancel the add or update of an account.

DOR Inq

Will take you to "UBI -- DOR Name/Address Inq" screen.

Change

Will complete the change to the account and forward you to the next screen.

Cross Refs

Will list additional cross-references.

Display Account

Will display account specific information.

EFT

Primarily for DOR users; has limited access.

Enter

Will take you to inquiry or update for a Name or UBI number.

Goto/Menu

Will route you to (go to) a specified screen or return you to the menu.

Help

Will take you to Help for the current screen.

Issue UBI

Will take you to the "UBI New Account Add" screen

News Detail

Will take you to the "UBI News Inquiry Detail" screen.

News List

Will take you to the "UBI News Inquiry Main Menu" screen.

Next Screen

Will take you to the next screen in the add or update process.

Page Forward

Will page forward for more information on the selected account.

Page Backward

Will page backward to previous information.

Print Screen

Will print the current screen.

Screen 1

When a screen has multiple pages of information for an account, this will take you to page 1 of that screen.

Screen 2

Will take you to page 2 for continuing information.

UBI Inq

Will take you back to the "UBI Name Address Inquiry" screen.

UBI Menu

Will take you to the "Unified Business Identifier System Menu" screen.

XREF

Will take you to the "UBI Alpha Xref Inquiry" screen.

SCREEN DEFINITIONS

A

Active agency indicator.

Account Information

Indicates additional important information about this account, i.e. no minimum, EFT (electronic funds transfer) account, etc.

Account Name

The legal entity name of the business. It can be one to forty-five (1-45) alphanumeric characters.

Account Status

Indicates current status of the account, e.g. being audited, uncollectable, revoked, hold, etc. TARIS means the account has a receivable; CRMS means there is a credit on the account.

Account Type Literal

Explains the type of account, such as timber tax, branch account, parent account, etc.

Address Line 1

First line of mailing address. One to thirty (1-30) alphanumeric characters.

Address Line 2

Second line of mailing address. One to thirty (1-30) alphanumeric characters.

Agency Account Number

Account number assigned by other agencies.

Agencies Affected

Indicates the agency(s) affected.

A = Account established by agency

* = Account may be established by agency

Blank = No account established

Audit Assignment Date

The date the account was assigned as an audit account.

Audit Section /Division

The section and division that is conducting the audit.

Audit Supervisor

The name of the audit supervisor assigned to the account.

Business Phone

Ten (10) numbers. The first three numbers are the area code. The remainder is the telephone number.

C

Closed agency indicator.

City

One to twenty (1-20) alphanumeric characters.

Closed Date

The date shown is the actual date (last day of business or last day of reporting period, as applicable). When a valid closed date is entered, the status message is automatically changed to Closed. This date cannot be prior to the open date.

Cross References

One to forty-five (1-45) alphanumeric characters each. Contains previous corporate titles, partner names, spouse name, joint branch firm name(s), etc. On accounts entered before 8/85, partner or spouse references may include social security number. Four additional cross-reference fields are located on screen 2.

Cross References Social Security Number

Social security numbers for partners or spouse.

DBA

Doing Business As.

Distr Tob Lic

Expiration date of distributor tobacco license.

Licensed: MM/DD/YYYY No license: Field is empty.

DOL

Department of Licensing, Master License Service.

DOR

Department of Revenue.

DOR Received Date

Indicates date ARD (registration) information was received at Department of Revenue.

DOR Verified Date

Indicates date registration was verified by Department of Revenue.

EFT

Electronic Funds Transfer.

EFT Begin Date

The date on which the account begins the electronic funds transfer program.

EFT End Date

The date on which the account ends the electronic funds transfer program.

EFT Payment Type

Indicates the kind of transaction used to make the electronic funds transfer;
e.g. debit or credit.

EFT Address

The contact name and address of the person responsible for the electronic funds transfer.

ES

Department of Employment Security

Excise Forms Date

First tax return due after account opened with Department of Revenue.

Fax Number

Telephone number for fax machine. Ten (10) numerics.

FEIN

Federal Employer Identification Number issued by the Internal Revenue Service and the State of Washington. Nine (9) numerics.

Firm Name

The name being used to conduct business. One to forty-five (1-45) alphanumeric characters.

Fish Dealer Number

Four (4) numbers issued by Dept. of Fisheries. Present only if licensed fish dealer.

Fish License Mo/Year

Licensed: MM/YYYY No license: 00/0000.

Frequency Change Date

The effective date of an account's last reporting date. The effective date is the first day of the calendar quarter or year (annual accounts) following the previous frequency's last return mailing; or the first day of the calendar quarter or year (annual accounts), as applicable.

General Information

One to seventy-nine (1-79) alphanumeric characters on each line. May be used for any information pertinent to an account.

Initiated Date

Indicates date a UBI number was issued.

Input Line

Field which requests UBI number, name, or registration number. Used to move to other accounts from that screen.

Issuing Agency

Indicates agency that issued the UBI number or the agency account number.

L&I

Department of Labor and Industries.

Last Act

The date on which the last action was taken on that record. This date is computer generated at the time the change, open, or reopen is completed. In change mode, something actually has to be changed to modify the date. The effective date for all changes made to information in the name and address file is the last action date.

Last Act Literal

Messages displayed by priority: New, Account Closed, Reopen, Frequency Change, Closed Date Changed, Open Date Changed, Name Changed, Cross Reference Changed, Doing Business As Changed, Address Changed, Reporting Type Changed, Local Code Changed, Type Owner Changed, Permanent Extension, SIC Code Changed.

Local Sales/Use Tax Code

Location codes are assigned to specific local tax areas to identify local tax funds for distribution to the appropriate cities and counties. Four (4) numerics.

Locator Code

Based on the mailing address of the business person, first two numbers are the county number (Valid 1-39). The third number indicates specific cities and or towns.

Mailing addresses outside of Washington are assigned a locator code of 409. Exceptions: Certain addresses in British Columbia, Idaho and Oregon located near the Washington border that are serviced for compliance

purposes by one of the in-state district offices. Border locator codes are: 406, 408, 411, 414, 432, 436, and 437.

Mach Cig Lic

Expiration date of machine cigarette license.

Licensed: MM/DD/YYYY No license: Field is empty.

News Agency Name

The abbreviation for the agency name of the person entering the news text. Up to five alpha-numeric characters.

News Date

The date the news text was entered.

News Expired Date

The date the news text will be deleted.

News Subject

The subject of the news text. Up to 25 alpha-numeric characters.

News Text

The text of the news message. Thirteen lines of up to 78 alpha-numeric characters.

News User Name

The name of the person who entered the news text. Up to 30 alphanumeric characters.

Open/Reopen Date

The date shown is the actual opening or reopening date (first day of business or first day of earliest reporting period, as applicable). This date may be in the past or in the future. If no date is shown, the account was established prior to conversion to a computerized system.

Previous Reporting Frequency

Contains the reporting frequency applied to an account prior to its most recent reporting change.

Reference Entered

Line directly below input line indicating which record was requested.

Registration Number (UBI Number)

A registration number is issued to each account. Once entered, this field cannot be changed. Nine (9) numerics. Valid 000 000 001 thru 999 999 999.

Reporting Frequency

Indicates an account's current reporting frequency: Non-Reporter, Monthly, Quarterly, or Annual.

Retail Cig Lic

Expiration date of retail cigarette license.
Licensed: MM/YYYY. No license: 00/0000

Retail Tobacco Lic

Expiration date of retail tobacco license.
Licensed: MM/DD/YYYY No license: Field is empty.

Seq

Is the sequence number associated with a line of information. There are eight (8) sequence lines on each "UBI Alpha Xref Inquiry" screen.

Sequence Number

Optional method of selecting a record for viewing.

SIC

When an account is added or changed, the SIC code will be validated using a table containing all valid codes. Zeros are valid. Four (4) numerics.

SOS

Office of the Secretary of State.

SSN

Social Security Number is nine numerics. The SSN is entered for the owner of a sole proprietor account or the partners for a partnership account.

State

Two (2) alpha characters. Can be an abbreviation for the following U.S. territories: Puerto Rico, Guam, and Virgin Islands. FO will be entered as an abbreviation for out-of-country.

Type Owner

Describes the type of ownership (legal entity) assigned to an acct. May be a single letter code, an abbreviation, or spelled out.

- | | | |
|-----------------|------------------|-----------------------|
| A = Association | C = Corporation | J = Joint Venture |
| L = LLC | M = Municipality | N = Non-Profit |
| P = Partnership | S = Sole Owner | T = Tenants In Common |
| Y = LLP | X = Trusts | B = Tribal Government |

UBI Number

A Unified Business Identifier number is issued to each account. Once entered, this field cannot be changed. Nine (9) numerics. Valid 000 000 001 thru 999 999 999. A UBI number is also referred to as a registration number.

Whsle Cig License Exp

Expiration date of wholesale cigarette license.
Licensed: MM/YYYY No license: 00/000

Zip Code

Nine (9) numerics. A zip code to locator code check is performed using the first five numbers of the zip code. If the zip code is greater than 97999 and less than 99500, the locator code must be less than 400 and greater than 010.