



UBI number

## 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](http://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](http://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?

To receive the retail sales tax exemption, you must apply for a Reseller Permit. If the Department has not automatically issued you a permit, you may apply online at [dor.wa.gov](http://dor.wa.gov)

- Log in to My DOR
- Choose "Manage Business Account"
- Choose "Get Reseller Permit information"
- Follow instructions to apply

## Unemployment Insurance Coverage Employment Security Department

### Does completion of the Business License Application ensure an unemployment insurance account for my business?

When you complete the employment questions on the Business License Application, the Employment Security Department will be notified that you have hired or will hire employees. Your information will be reviewed by the Employment Security Department and, if you are liable to provide unemployment insurance coverage, an account will be established for your business. Additional information and forms will be sent to you directly from the Employment Security Department.

### How often do I report and when are the reports due?

You must report to the Employment Security Department on a quarterly basis ending in March, June, September, and December. The tax reports and payment must be returned by the last day of the month following the end of the quarter. Even if you had no employees during a quarter, you must file the report on time.

### How do I get the unemployment tax reports and how do I fill them out?

The tax reports will be mailed to all registered employers just before the end of each quarter. Instructions are on the back of the form.

For information on filing your unemployment insurance taxes using e-file electronic filing, visit the Department of Employment Security website at [www.esd.wa.gov](http://www.esd.wa.gov).

### How is my unemployment tax determined?

Under the current experience rating system, employers are taxed based on the degree to which their former employees draw unemployment insurance benefits. Employers with few former employees filing are assigned the lowest rate. When first starting out, your rate is determined by using the average tax rate of the industry.

## Industrial Insurance Coverage Department of Labor & Industries (Workmen's Compensation)

### Does completion of the Business License Application mean that my employees are covered by industrial insurance?

Yes. By completing the employment questions on the Business License Application, you will receive temporary insurance coverage for eligible employees within your business should an occupational injury or illness occur. This temporary insurance will be replaced by a Certificate of Coverage from the Department of Labor & Industries.

**Note:** You cannot engage in construction or electrical work requiring special registration until you have secured the proper registration certificate.

### 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](http://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

360-705-6741

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.