

**WASHINGTON  
STATE**

**UBI**

**UNIFIED  
BUSINESS  
IDENTIFIER**



**POLICIES  
&  
PROCEDURES  
MANUAL**

**For UBI Field Staff**



## Accepting Master Business Applications

**Application is needed if the business meets any one or more of the following:** (Ref: UBI Manual Page)

- Expects gross income to exceed \$12,000
- Will sell items at retail
- Performs services that require sales tax (6-20)
- Collects or pays other taxes to Dept. of Revenue (6-19)
- Must obtain specialty licenses with Master License Service (6-3)
- Will use a trade name or DBA (5-9)
- Plans to hire employees within 90 days (3-4)

**Note: If an application is not needed at this time, advise customer to file an MBA if or when any of the above criteria are met.**

- 
1. Review application for completeness
  2. Determine fees due (See License Fee Sheet)
  3. Search UBI database for UBI under existing ownership. (1-3)  
(If found, skip to step 5.)
  4. Issue UBI Number (1-5)
    - Use correct names & address conventions (1-11)
  5. Write UBI Number on MBA (top right corner)
  6. Date stamp MBA & make copy for customer
  7. Take payment & follow your agency's funds transmittal procedures (Chapter 4)
  8. Send to Master License Service

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# UBI Policies & Procedures Manual

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## Unified Business Identifier (UBI) Number POLICY

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A Unified Business Identifier (UBI) number will be assigned to all entities conducting business in the State of Washington.

Each registering entity or employer will have only one UBI number.

**For more examples see the Question and Answer Matrix in Chapter 6**

**1. A new UBI number is issued and a Master Business Application is required when:**

- A new business ownership is formed.  
Note: The Office of the Secretary of State will issue a UBI number without the completion of a Master Business Application when an entity registers with the Corporations Division as a corporation.
- A business entity changes structure (e.g. from a partnership to a corporation).
- If a general partnership adds or deletes partners and the change in the number of partners is 50% or more.
- The spouse of a sole proprietor opens a separate business and requests a new UBI.

**2. The existing UBI number is used and a new Master Business Application is required when:**

- An inactive business entity resumes operation.
- A business entity sells one business, and opens a new business.
- A business entity opens a new location.
- A business changed ownership structure more than five years ago.
- Ownership structure changes prior to the start of operation or within 60 days of filing.



- A sole proprietor dies and the estate continues operation.
- A general partnership with specialty licenses adds partners and the change in the number of partners is less than 50%.
- The spouse of a sole proprietor opens a separate business and agrees to use the existing UBI.

**3. A new UBI number is not issued and a Master Business Application is not required under the following circumstances.**

**Notes:** Written notification (letter or UBI Change Form) with the signature of one of the principals of the business is required.

- A divorce results in one of the parties being awarded the business and the UBI number. (There are instances where this may not apply. Contact your agency when such questions arise.)
- There is a change in principal product or service (no specialty licenses required).
- The mailing address or location address changes (no specialty licenses required).
- The business entity files bankruptcy and the debtor or trustee continues to operate.
- The majority of a corporation's stock is transferred to new individuals.
- An addition/deletion to an account such as correcting an SSN or removing a spouse because of death/divorce.
- A general partnership with specialty licenses deletes partners and the change in the number of partners is less than 50%. Written notice is all that is needed. (Different rules may apply for licensees with liquor. Contact MLS at 360-664-1414.)

If the account has specialty licenses, i.e. vehicle dealer, the licensee may be required to complete additional forms and pay the appropriate fees.

**For more examples see the Question and Answer Matrix in Chapter 6.**

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## UBI Number – Searching PROCEDURE

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In the UBI/DOR database you may access information by name or UBI number.

1. Review the Master Business Application and all attached documents for completeness, for a UBI or tax registration number, or for name variations.

**NOTE: If UBI data base is down:**

When the UBI database cannot be accessed (computer is down), advise the customer you will call and give him/her the UBI number when the system is functioning again. If the customer must have a UBI number immediately, call the DOR Help Desk, (360) 902-7180 to obtain a number in order to avoid issuing a duplicate number.

The applicant must submit a completed Master Business Application, which will be processed through the usual procedures.

2. Search the UBI database (screen 1700 – see chapter 9) *thoroughly* for an existing UBI number using the UBI naming conventions. Check the database in the following ways:

**Sole Proprietor**

- Sole proprietor
- Spouse name
- Applicant's last name, first name
- Applicant's first name, last name
- Applicant's last name, initials
- Applicant's last name, nicknames (e.g. Robert = Bob)
- Applicant's signature

**Partnership** name - as listed on application.

- Partner names - search as you would sole proprietorships.

**Limited Partnership** name - only as listed on application.

**Corporations, Limited Liability Companies and Limited Liability Partnerships** name - as listed on the application. **Note:** single letters may or may not be spaced.

**Firm Name/Trade Name** - as listed on the application. **Note:** UBI number stays with owner, not the firm name/trade name.

**Note:** Punctuation may have been used when the account was originally opened.

**UBI Number** – found anywhere on the application.

- If the name or number matches an existing account, compare the database information to the information on the document.
- If the database and document information match, write the UBI number in the space provided in the upper right-hand corner of the front page of the Master Business Application.

**3. Duplicate UBI accounts – handling and making corrections.**

If you find a duplicate UBI account, make a note on the Master Business Application.

If a second UBI account number was issued, the MLS staff member will document the duplicate UBI number on the front of the Master Business Application in the Payment Summary section. He/she will write the correct UBI number in the space provided in the upper right-hand corner of the front page of the Master Business Application.

Note any corrections on the application that DOR will need to make to their database so the account can be accessed by name (e.g. a punctuation or typing error).

- 4.** Issue the UBI Number if the database and document information do not match, or if no match is found. Go to step 1 of the following procedure “Issuing a UBI”:

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## UBI Number - Issuing PROCEDURE

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The following procedure applies to new accounts only. From search screen press function key labeled "Issue UBI". See chapter 9 for DOR navigation.

1. Access the UBI New Account Add Screen (1750).

```

OWNER NAME : _____ SSN : 000 00 0000
SPOUSE NAME : _____ SSN : 000 00 0000
DBA : _____
ADDR1 : _____
ADDR2 : _____
CITY/ZIP : _____
PHONE : ( 000 ) 000 0000

TYPE OWNER : -
OPEN DATE : 00 00 0000
FEIN : 00 - 00000000
ISSUE TRA : YES

AGENCIES AFFECTED : DOR -
                   DOL -
                   ES -
                   L&I -
                   SOS -

TAA4B10A
=< 1750 >=< BI >===== < UBI New Account Add >===== < P >=< R110 >
F1-Next Screen      F2-UBI Inq      F9-DOR Menu      SF10-Help      F12 Menu/GoTo
    
```

2. Complete the fields from the Master Business Application (MBA).

**Note: Do not use punctuation.** (Refer to Name & Address Conventions (Page 1-11) for exceptions and specific examples.)

<u>Field</u>	<u>Instructions</u>
<b>Owner Name:</b>	<ul style="list-style-type: none"> <li>• Sole proprietor - enter the last name first, then the first name and middle initial.</li> <li>• All other owner types enter owner name provided on MA.</li> </ul>
<b>SSN:</b>	Enter SSN for sole proprietor only, if provided.

**Spouse Name:** Only use for sole proprietor; enter the last name first, then the first name and middle initial.

**SSN:** Enter SSN for sole proprietor spouse only, if provided.

**DBA:** Enter as given with no punctuation.

**Addr 1:** } Enter the business address following US Postal conventions.  
**Addr 2:** } See Page 1-13 of address conventions.  
**City/Zip:** } For foreign addresses see Special Cases (Page 1-17)

**Phone:**

<b>Type</b>	A = Association	P = Partnership (General or Limited)
<b>Owner:</b>	B = Tribal *	S = Sole Proprietor/Estate
	C = Corporation	T = Tenants in Common
	J = Joint Venture	X = Trust
	L = Limited Liability Co	Y = Limited Liability Partnership
	M = Municipal Subdivision	
	N = Non Profit Corporation **	

\* Tribal government is used for businesses owned by the tribe, and not by business located on the land.

\*\* Non-profit is only assigned by Secretary of State.

**Open Date:** Business open date - Use the first day of the month. Secretary of State will use incorporation date when issuing without a Master Business Application.

**FEIN:** Enter Federal Identification Number, if provided.

**Agencies Affected:** Type an asterisk (\*) for each affected agency. Secretary of State will mark their own field. Data feeds from each agency will populate these fields once an account is established.

3. To cancel, press F12.
4. Review entry for accuracy. Press F1 to continue to Screen Two of 1750:

```

ENTER PARTNER NAME(S)

1.  TEST_____ ** 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

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Press F1 to add UBI or F2 to CANCEL                                TAA4B10A
=< 1750 >==< BI >=====< UBI New Account Add >=====< P >==< R110 >
F1-Add new UBI   F2-Cancel   F5-SCN 1   SF10-Help
    
```

5. The pre-filled fields are populated from Screen One.
6. Use blank fields to enter additional names of partners, alternate naming formats, and/or additional DBA names. An example of an alternate name is Amazon.com, Amazon Dot Com.
7. The general information typed in these fields can be extra long names, date and state of incorporation, and/or any applicable notes.  
**Note:** This information is displayed on 1701 screen using F6.
8. Review entry.
  - To cancel and restart, press F2.
  - To issue UBI, press F1. Then confirm by pressing F1 again.

9. UBI is issued and displayed:

```

*****
*****
***
***  UBI NUMBER OF THE NEW ACCOUNT IS: 602 847 678  ***
***
***
*** OWNERS NAME:                                     ***
***
***  OPTICAL ANALYSIS CORPORATION                    ***
***
*****
*****

*-----*
*-- PRESS ANY FUNCTION KEY TO CONTINUE  --*
*-----*
*****

TAA4B10A
=< 1750 >=< BI >=====< UBI New Account Add >=====< P >=< R110 >
Press Any Function Key
    
```

10. Write the system-generated UBI number in the space provided in the upper right-hand corner of the front page of the Master Business Application, and write the UBI number on page 3 in case pages become detached.
11. Press F-1 key to leave screen.
12. When a new application is filed at any UBI service counter, the applicant will be given the *Information to New Registrants* handout. (See Section 7, Forms.) **Note:** This handout is also included in the packets mailed to customers. After reviewing the Master Business Application received at the counter and assigning the UBI number:
  - Write the applicant's UBI number in the upper right-hand corner of the handout.
  - If a receipt is required, attach the receipt to the handout.
  - Stamp front of application with your received stamp.
  - Give the handout and a photocopy of the application to the applicant.

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## UBI Number - Correcting PROCEDURE

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Non-DOR staff can correct information on the same day the UBI number was issued. To change the account information:

**Non-DOR Personnel:**

1. Select UBI System Menu Screen (1700).
2. Enter "B" (UBI Unverified Account) and press F1. The UBI Issuance Screen will be displayed.
3. Enter the UBI number and press F1. The account information will be displayed.
4. Correct the account information. If appropriate, add notes to General Information.
5. Press F2 to update the account information.
6. If a duplicate number is created in error, contact DOR immediately at (360) 902-7180 and they will cancel the number.

**DOR Personnel:**

1. Select UBI System Menu Screen (1755).
2. Press F1. The UBI Issuance Screen will be displayed.
3. Enter the UBI number and press F1. The account information will be displayed.
4. Correct the account information. If appropriate, add notes to General Information.
5. Press F2 to update the account information.

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## Name & Address Conventions POLICY

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When entering information into the UBI database, all participating agencies will use the standard abbreviations for assigning, changing, or investigating names or addresses.

**Note:** The conventions described in this manual for the UBI database may be different than the conventions used by each agency for their own databases.

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## Name & Address Conventions PROCEDURE

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### NAMES:

1. Punctuation marks such as periods, commas, apostrophes, quotation marks, and parentheses are not used. Example:

O'Brien = OBRIEN  
Amazon.com = AMAZON COM

**Exception:** Hyphenated last names are keyed as: SMITH-JONES

**Note:** Use cross-reference field to key in variables of names.

2. Spaces between letters in a name are deleted. Examples:

Mc Donald = MCDONALD  
Van Dyke = VANDYKE  
Van de Kamp = VANDEKAMP

3. An ampersand (&) is used in the place of the word "and."
4. If a **corporate, limited liability company** or **limited liability partnership** name begins with the word "The," the name is entered beginning with the second word. The word "The" is entered at the end of the name. **However, a DBA name is entered exactly as submitted.** Example:

The General Store Inc = GENERAL STORE INC THE

5. Avoid abbreviation of the first and second words of an account name or DBA, except as shown in the list of account name standardizations. **Exception:** the word "International" is **always** abbreviated as "Intl" when it is the first word of a corporate name or DBA.
6. Given names are not abbreviated. Examples:

Chas = CHARLES  
Wm = WILLIAM

7. Account names (corporations and limited partnerships) and firm names (DBA) beginning with initials or letters are set up with spaces between the letters. Examples:

AAA = A A A  
 ABC Telegraphics Inc = A B C TELEGRAPHICS  
 J.R. Williams & Sons = J R WILLIAMS & SONS  
 U.S. Tire & Rubber Inc = U S TIRE & RUBBER INC  
 YMCA = Y M C A

**8. Sole Owner/Proprietor** (includes marital communities)

The names of owners and spouses are entered “Last Name, First Name, Middle Initial.”

- 8a. If spouse’s name is not to be included on the license (example):

OWNER NAME: SMITH JOHN J  
 SPOUSE NAME: SMITH MARY E

- 8b. If spouse’s name is to be included on the license (example):

SMITH JOHN J & MARY E	SMITH MARY E & JOHN J
X-Ref: SMITH MARY E	X-Ref: SMITH JOHN J

- 8c. If a wife’s last name is different than her husband’s, the account is set up as shown on the application, cross-referencing as necessary (example):

SMITH JOHN J & MARY E BROWN  
 X-Ref: BROWN MARY E  
 SMITH MARY E

**9. General Partnerships**

General partnerships are set up in the partnership name and cross-referenced with the complete name of each partner. Partners’ Social Security numbers are entered in the cross-reference fields. If there is no partnership name use the firm (DBA) name.

**10. Limited Partnerships**

- 10a. Limited partnerships are set up in the partnership name as filed with the Corporations Division, Office of the Secretary of State. Only the general partner(s) is cross-referenced for limited partnerships.

- 10b. Limited partnership names may be abbreviated as necessary. However, the names are to be cross-referenced as completely as possible.

## 11. Corporations, Limited Liability Companies and Limited Liability Partnerships

Corporations, limited liability companies and limited liability partnerships are set up as closely as possible to the legal registered name, using the UBI naming conventions. Corporation names must include the word "Corporation", "Incorporated", "Company", or "Limited", or the abbreviation "Corp.", "Inc.", "Co.", or "Ltd." (entered as INC, CO, CORP, or LTD); limited liability company and limited liability partnership names must include LLC or LLP, respectively.

## ADDRESSES

The rules included in this manual conform to the standards of the United States Post Office. See also the US Post Office website at [www.usps.gov](http://www.usps.gov).

### General Rules

1. All addresses must have a mailing address. Mail can no longer be delivered to the name of a town only.
2. Addresses such as SW Corner of S 148th & Gibson St or 3rd Building from Smith Feed Store are not acceptable. You must have a street number and address.
3. All addresses must include a zip code. **Always use the zip + 4 code if known.** For information on Canadian addresses, see Special Cases, rule #3 on page 1-16.
4. If you have an address with a PO Box and a street address, use the PO Box as the mailing address. Enter the street address as the location address. **Note:** The mailing address and the street address may have different zip codes.
5. **Private Mail Box (PMB).** Private companies offering mailbox rental service to individuals or businesses may require a "box" number for final sortation. Print this number, called a MailStop Code (MSC)\*, **above** the Recipient Line or the Attention Line. The words POST OFFICE BOX or PO BOX and the private mailbox number cannot be used on the Delivery Address Line. Only

the Postal Service is entitled to provide delivery to a PO Box. The Delivery Address Line is the standardized address of the private company.

Examples:

ABC COMPANY  
PMB 1587  
12 E MAIN AVE STE 209  
KRYTON TN 38188-3637

ABC COMPANY  
PMB 1587 (or #1587)\*\*  
PO BOX 7530  
KRYTON TN 38188-7530

\* MailStop Code is a US Postal Service Term. Not to be confused with the state campus mail system of "Mail Stops"

\*\* Optional: "#" may be substituted for "PMB"

## FORMATS AND ABBREVIATIONS

1. All street addresses must include a Street, Avenue, Boulevard, Lane, Court, etc., and should be entered according to postal standards (see Standard Abbreviations and Formats, #2 on page 1-17). Examples:

2789 N Sheridan = 2789 N SHERIDAN AVE  
4815 E Eureka = 4815 E EUREKA BLVD

2. If there are two suffixes in an address, the first suffix is spelled out and the second is abbreviated. Example:

123 Main Avenue Court = 123 MAIN AVENUE CT

3. City names should not be abbreviated. Examples:

Mt Vernon = MOUNT VERNON  
Pt Angeles = PORT ANGELES

4. All compass directions should be abbreviated; do not space between two-letter compass direction abbreviations. Examples:

3489 South Tacoma Way = 3489 S TACOMA WAY  
7685 Northwest Jones Street = 7685 NW JONES ST  
2215 North K Street = 2215 N K ST

**Exception:** Do not use a compass direction abbreviation in lieu of a street name; when a street name is "North", "South", "East", or "West", spell it out.

Example:

7829 N Avenue = 7829 NORTH AVE, **but**  
3317 W So St = 3317 W SOUTH ST

5. House numbers are always entered before the directional. Example:

E. 2301 Bird Street = 2301 E BIRD ST

6. If the address contains a building name, it should be typed in Address Line 1. The building names should be spelled out in full, but the word "building" should be abbreviated. The actual street address should be typed in Address Line 2. Example:

901 Dex Hor Building #2 = DEXTER HORTON BLDG # 2  
901 1ST AVE

7. If an explanation of a number such as "suite," "space," or "apartment" is used, the explanation is abbreviated and the "#" is **not** used. If no explanation is given, use "#" with a space between the "#" and the number. Examples:

420 Steele St Apt #3 = 420 STEELE ST APT 3  
1003 Cleveland St Suite 2 = 1003 CLEVELAND ST STE 2  
115 Fir Ave #17 = 115 FIR AVE # 17

8. Post Office Box and rural addresses are to be abbreviated as follows:

POB, Box (unless used with RR), Drawer, Lockbox, or  
Caller = PO BOX  
Rural Route or RFD = RR 00 BOX 000  
Highway Contract or Star Route = HC

## NUMBERS AND LETTERS

1. Use numeric abbreviations for numeric street names. Do not space between numerals and letters in these instances. Examples:

2607 First Street = 2607 1ST ST  
1209 N Sixth Avenue = 1209 N 6TH AVE

**Exception:** If the street name is actually a number, such as Fourth Plain Blvd. in Vancouver, it must be spelled out.

2. Separate numbers and letters when they are grouped together in the location portion of the address. Examples:

5102A Ginko Drive = 5102 GINKO DR # A  
Rt 2 Box 84A = RR 2 BOX 84-A

## SPECIAL CASES

1. Overseas military addresses have either APO or FPO for the city. AA, AE or AP is the state designation.

AE = Europe, the Middle East, Africa & Canada (090 thru 098)  
AP = Pacific (962 thru 966)  
AA= Americas other than Canada (340)

Examples:

SSGT STANLEY A LIBMAN	SEAMAN GARY B HART
UNIT 908 BOX 111	B DIVISION
APO AP 96522-1215	USS SEA DEVIL (SSN-664)
	FPO AA 34093-2344

2. You must use ATTN (not the percentage sign, or C/O) for "In Care Of."  
Example:

JONES BOB  
JONES AUTOMATIVE  
ATTN JOHN SMITH  
105 MAPLE AVE  
CENTRALIA WA 98237

3. For Canadian addresses, put the street address on Address Line 2; the city in the city field, and the province abbreviation in the state field. The postal code should be entered in the zip code field as follows: type the first three characters of the code, space twice, and then type the last three characters. (See page 1-20 for Canadian province abbreviations.) Example:

SMITH JOHN A	
HONEST JOHN'S USED CAR SALES	
	(Address Line 1)
123 MAIN ST SE	(Address Line 2)
VANCOUVER BC B7T 3T4	(City, State & Zip Code)

**4. Foreign Addresses**

Use “ADDR1” line to enter to a foreign street address.

Use “ADDR2” line to enter to a foreign city name, providence and ZIP (use the format that is used by the foreign entity).

Use the “CITY” line to enter to a foreign country name, e.g. France, England or Mexico. CANADA is the exception to this rule.

Use the “STATE” line to enter to the foreign code “FO”.

Use “0000” in the “ZIP CODE” field.

If the phone number format is different, add the foreign phone number to the General Information lines on Screen Two of 1750.

**STANDARD FORMATS AND ABBREVIATIONS**

**1. Special Cases**

American Legion	AMER LEG #0000
American Legion Auxiliary	AMER LEG #0000 AUX
Archbishop of Yakima (DBA St Marys)	No abbreviation
City of Seattle	SEATTLE CITY OF
Corp of Catholic Archbishop of Seattle (DBA St Marys)	CORP OF CATHOLIC
Elks	B P O E #0000
Fraternal Order of Eagles	F O E #0000
Independent Order of Odd Fellows	I O O F #0000
Knights of Columbus	No abbreviation
Knights of Pythias	No abbreviation
Loyal Order of Moose	No abbreviation
Public Utility District (PUD)	P U D #0000
Port of Seattle	SEATTLE PORT OF
Saint Mary	ST MARY
School District #000	SCHOOL DIST #000
Thurston County	THURSTON COUNTY
Town of Bingen	BINGEN TOWN OF
Veterans of Foreign Wars	V F W #0000
Veterans of Foreign Wars Auxiliary	V F W #0000 AUX
Washington State Department of Revenue	WA STATE REVENUE DEPT OF
Water District #0000	WATER DIST #0000



**2. Commonly Used Terms**

Agency	AGENCY
And	&
Apartment	APT
Associate(s) (d) (ing)	ASSOC
Association	ASSN
Avenue	AVE
Boulevard	BLVD
Building	BLDG
Bureau	BUR
Business	BUS
Care of	%
Center	CTR
Chemical	CHEM
Company	CO
Comptroller	CPMTR
Construction	CONST
Contractor	CNTR
Corporation	CORP
County Highway, County Hiway, Cnty Hwy	COUNTY HIGHWAY (if used with state name, use two-letter abbreviation for state name)
County Road, County Rd, CR, Cnty Rd	COUNTY ROAD (if used with state name, use two-letter abbreviation for state name)
Court	CT
Department	DEPT
Distributor	DISTR
District	DIST
Division	DIV
Electric(al)	ELEC
Electronic(s)	ELEC
Equipment	EQUIP
First, Second, etc.	1ST, 2ND, etc.
Furniture	FURN
Heating	HTG
Highway, Hiway, Hwy	HIGHWAY
Highway Contract (Star Route)	HC
Incorporated	INC
International	INTL

Laboratory	LAB
Lane	LN
Limited	LTD
Maintenance	MAINT
Management	MGMT
Manufacture(r) (ing)	MFR
Mechanical	MECH
Milepost Distance	MP 4.5
National	NTNL
Photography	PHOT
Plumbing	PLBG
Post Office, Post Office Box	PO, PO BOX
Publication	PUB
Ranch Rd	RANCH ROAD
Road, Rd	ROAD
Route, Rte, Rt	ROUTE
Rural Route	RR 0 BOX 000
Service(s)	SVC(S)
Star Route (Highway Contract)	HC
State Highway, St Highway, State Hwy	STATE HIGHWAY (if used with state name, use two-letter abbreviation for state name)
State Road, St Rd	SR, STATE ROAD
State Route, St Rte, SR	STATE ROUTE
Station	STA
Street	ST
Suite	STE
University	UNIV
USA	U S A
Wholesale(ing)	WHLSE

**3. Company Officials**

President	PRES
Vice President	VICE PRES
Secretary	SECY
Treasurer	TREAS
Manager	MGR
Member	MBR

**4. Geographic Direction**

North	N
South	S
East	E
West	W
Northeast	NE
Northwest	NW
Southeast	SE
Southwest	SW

**5. States and U.S. Territories**

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
American Samoa	AS	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Federated States of Micronesia	FM	Northern Mariana Islands	NP
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Palau	PW
Idaho	ID	Pennsylvania	PA
Illinois	IL	Puerto Rico	PR
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Marshall Islands	MH	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
		Wyoming	WY

**6. Canadian Provinces**

Alberta	AB	Ontario	ON
British Columbia	BC	Prince Edward Island	PE
Manitoba	MB	Quebec	PQ
New Brunswick	NB	Saskatchewan	SK
New Foundland	NF	Yukon Territories	YT
Nova Scotia	NS		

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## Washington UBI Service Providers Assignment of Federal Employer Identification Number (EIN) POLICY

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The state of Washington assists persons starting a business to get proper filings. Although state employees do not issue the federal EIN number, they are encouraged to assist new businesses, or businesses that are hiring employees, in determining if an EIN is needed.

### Who Must File

You must file this form if you have not been assigned a federal EIN before, and one or more of the following applies to your situation:

- You pay wages to one or more employees, including household employees.
- You are required to have an EIN to use on any return, statement, or other document, even if you are not an employer.
- You are a withholding agent required to withhold taxes on income, other than wages, paid to a nonresident alien (individual, corporation, partnership, etc.). A withholding agent may be an agent, broker, fiduciary, manager, tenant, or spouse, and is required to file [Form 1042](#) [</pub/irs-pdf/f1042.pdf>](#), Annual Withholding Tax Return for U.S. Source Income of Foreign Persons.
- You file [Schedule C](#) [</pub/irs-pdf/f1040sc.pdf>](#), Profit or Loss From Business, [Schedule C-EZ](#) [</pub/irs-pdf/f1040sce.pdf>](#), Net Profit From Business, or [Schedule F](#) [</pub/irs-pdf/f1040sf.pdf>](#), Profit or Loss From Farming, or [Form 1040](#) [</pub/irs-pdf/f1040.pdf>](#), U.S. Individual Income Tax Return, and have a Keogh plan or are required to file excise; employment; or alcohol, tobacco, or firearms returns.

### The following entities must use EINs, even if they do not have any employees:

1. Trusts, except for the following:
  - Certain grantor-owned revocable trusts (e.g. Living Trust). (Refer to the [Instructions for Form 1041](#) [</pub/irs-pdf/i1041.pdf>](#), U.S. Income Tax Return for Estates and Trusts.)

- Individual retirement arrangement (IRA) trusts, unless the trust has to file Form 990-T [</pub/irs-pdf/f990t.pdf>](http://pub/irs-pdf/f990t.pdf), Exempt Organization Business Income Tax Return. (Refer to the Instructions for Form 990-T [</pub/irs-pdf/i990t.pdf>](http://pub/irs-pdf/i990t.pdf).)
2. Estates
  3. Partnerships
  4. Corporations
  5. Nonprofit organizations (churches, clubs, etc.)
  6. Farmers' cooperatives
  7. Plan administrators (A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.)

#### **SS-4 Form - Internal Revenue Service (IRS)**

(See also: Chapter 10)

<http://www.irs.gov/pub/irs-pdf/fss4.pdf> (Form)

<http://www.irs.gov/pub/irs-pdf/iss4.pdf> (Instructions)

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## Accepting a Master Business Application POLICY

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A single Master Business Application form allows for registration and licensing with several different state agencies and cities.

1. There are four ways to obtain a Master Business Application:
  - Electronically submit the form via the Internet using credit card for payment. ([www.wa.gov/dol/forms/700028.htm](http://www.wa.gov/dol/forms/700028.htm))
  - Download the form in portable document format (.pdf ) from the Internet, to print and mail or submit at a field office counter. ([www.wa.gov/dol/forms/700028.htm](http://www.wa.gov/dol/forms/700028.htm))
  - Contact MLS for a paper form. (360) 664-1400.
  - Visit or call a UBI field office location.
  
2. Determine if a Master Business Application is needed. An application is needed if **any** of the following apply to the business:
  - Gross income is expected to exceed \$12,000;
  - Items will be sold at retail;
  - Services will be performed that require charging sales tax (see page 6-20);
  - Any taxes need to be collected or paid to the Dept. of Revenue (see page 6-19);
  - A specialty license is required through the Master License Service (see page 6-3);
  - A trade name, doing business as name or other assumed name (see page 6-4) will be used; **OR**
  - Employees will be hired within 90 days (see page 3-4).

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## Accepting Master Business Applications PROCEDURE

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1. Review application for completeness.
2. Determine fees due. *(See License Fee Sheet)*
3. Search UBI database for UBI under existing ownership. (1-3)  
*(If found, skip to step 5.)*
4. Issue UBI Number. (1-5)
  - Use correct names & address conventions (1-11)
5. Write the UBI Number on the top right corner of the application.
6. Date stamp the application and make a copy for the customer
7. Take payment and follow your agency's procedures on funds transmittal (Chapter 4)
8. Send completed applications to Master License Service every day.

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## Completing a Master Business Application POLICY

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1. Determine if an application is needed. (See page 3-1).
2. Refer to the “Purpose of Application” section for instructions on which areas should be completed. Help customers by highlighting the critical areas of the form.
3. Review the application to ensure that all information has been completed and fees due are correct. Incomplete applications cause up to three weeks processing delay.
4. If staff completes any information on the form, it is recommended that the applicant initial that area, i.e. an additional trade name. The application is considered an official filing and it is important that it reflects what the applicant is submitting.
5. Search the UBI database for a UBI under for the ownership type listed on the application. (See chapter 1).
6. If the UBI is not found in the search, issue a new number.
7. Write the UBI number on the top right corner of the application.
8. Date stamp the application and make a copy for the customer.
9. Take payment and follow your agency procedures on funds transmittal (see chapter 4).
10. Send all Master Business Applications to the Master License Service every day.
11. A Master Business Application for a Minor Work Permit may go through an expedited, fax-in process if the business has already hired a minor (person under 18). See Special Processing Minor Work Permits on page 5-13.

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## Completing a Master Business Application PROCEDURE

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The Master Business Application should be printed in blue or black pen to help create good microfilm images.

Definitions for some of the questions on the Master Business Application form are shown below. If you have additional questions, please contact your UBI Operations representative (page 6-2).

### **Master Business Application – PAGE 1** (Page 3-10 of this manual)

#### **1. Purpose of Application Definitions:**

- *Open/Reopen Business:* Select if the applicant is operating a business in Washington for the first time, or is reopening his/her business.
- *Open Additional Location:* Select if the applicant is opening a new location for an existing business.
- *Change Ownership:* Select if the applicant is purchasing an existing business or making an ownership change (e.g. the business was a sole proprietorship, but is changing to a partnership).
- *Register Trade Name:* The applicant must register a Trade Name if the business entity is conducting business in Washington under a name other than the full legal name listed in Section 3.
- *Change Trade Name:* Select if the applicant wishes to cancel an existing Trade Name and register another Trade Name. Write the Trade Name to be canceled on the line provided. Write the Trade Name to be registered and the fee amount listed in Section 2.
- *Change Location:* Select if the applicant is changing locations, the old address to be closed should be listed.
- *Add License/Registration to Existing Location:* Select if the applicant is currently conducting business in this state and wishes to add a license or registration.
- *Hire Employees:* Select if the applicant will have employees at this location within the next 90 days. If it will be more than 90 days before hiring, another application must be filed before employees can be hired.
- *Hire Employees Under Age 18:* Select if the applicant will have persons working at this location that are under 18 years of age. Approval of the minors' duties is required before hiring.

- *Hire Persons to Work in or Around Your Home:* Individuals may use the Master Business Application to hire 'domestic' help. See Definitions in the Glossary (13-4) for Domestic Employer.

## 2. Licenses and Fees:

Use the *License Fee Sheet* (form BLS-700-031) to determine licenses and fees required for the applicant.

### Master Business Application – PAGE 2-3 (Pages 3-11, 3-12)

## 3. Owner Information

### 3a. Ownership Structures:

Staff cannot provide any legal advice on the advantages of one type of business over another. If an applicant is unsure, he or she should contact an attorney or accountant.

- *Sole Proprietor:* One individual or married couple in business alone. The business owner is personally liable for all debts incurred by the business. Use Sole Proprietor for Estates.
- *Partnership:* An agreement between two or more entities engaged in the same business enterprise. Profits and losses are shared. Each partner is an agent for the other(s) and liable for the debts of the firm. Can also be a marital community who has formed a legal partnership.
- *Limited Partnership\*:* A partnership composed of general and limited partners. General partners are responsible for daily business management and share fully in profits and losses. Limited partners are not involved in daily operations and loss is limited to the amount they invested.
- *Limited Liability Partnership\*:* Generally excludes its partners from liability due to negligence of another partner. They may not engage in banking or insurance.
- *Limited Liability Company\*:* A business entity that combines the operational flexibility of a partnership with the limited liability protection associated with limited partnerships and corporations.
- *Washington Corporation\*:* A legal entity with rights and liabilities separate from those of its members. They may be formed for profit or non-profit purposes, but special restrictions apply to non-profit corporations.

- *Out of State Corporation\**: Foreign (out-of-state) corporations are corporations that have incorporated outside Washington.
- *Non-Profit Corporation\**: A legal entity formed for non-profit purposes such as educational, religious, or charitable.
- *Association*: is an unincorporated social, charitable or community organization formed to benefit the group or the public.
- *Trust (Massachusetts Trust)\**: is an unincorporated business with the property being held and managed by the trustees for the shareholders. The trustees are considered employees since they work for the trust.
- *Municipality\**: is a public corporation established as a subdivision of a state for local governmental purposes.
- *Joint Venture*: is formed for a limited length of time usually to carry out a particular business transaction or operation.
- *Tenants in Common*: is formed by two or more persons to occupy the same business, while retaining their separate identities in regard to assets or liabilities resulting from business activities.
- *Tribal Government*: is a governing body of one of the twenty two federally recognized Indian tribes in Washington.
- \*Business structures identified by an asterisk must also register with the Secretary of State. The name of these legal entities is not guaranteed for use when entered on the Master Business Application unless that name has first been registered with the Office of the Secretary of State. For more information see: [www.secstate.wa.gov](http://www.secstate.wa.gov)

**3b. First Date of Business:**

This is the actual open or reopen date at this Washington location by the present owner. It is important that this field always be completed.

**3c. Doing Business As (DBA)/Trade name:** The name by which the business will be known. If the business will be known by the full legal name of the owner the trade name does not need to be registered.

**3d. Business Mailing Address:** Should include street and suite number, PO Box, or private mail box number (PMB). Do not include building name.

**3e. Business Phone Number, Fax Number, and Internet Address.**

**3f. List all owners: Sole Proprietors, Partners, Officers, and LLC members:** All partners, corporate officers or limited liability company managers must be listed. If a limited liability company does not have

managers, the members of the company must be listed. If more space is needed, the applicant can attach additional sheets in the same format.

#### **4. Location / Business Information**

- 4a. Physical Address Check Box Indicator:** The applicant selects the appropriate box for the business location. If they select the "Washington location" box, they must indicate if the location is inside the city limits.
- 4b. Business Street Address:** This is the place business will be conducted. If there will not be a "store front" then generally the owner's home address is used. Because a license is issued to a particular place of business, the physical address is required. No PO Boxes or private mail boxes (PMB) accepted.
- 4c. Employee/Representative Address:** This is the physical address where the employee/representative will be working in Washington.
- 4d. Estimated Gross Annual Income in Washington:** This question must be answered.
- 4e. Indicate Business Activities in Washington:** This question assists the agencies in assigning North American Industrial Classification Standards (NAICS) codes to each business for statistical reporting.
- 4f. Products sold or services provided in Washington:** This question must be completed fully. This information also assists the agencies in assigning the NAICS code for statistical purposes. The more complete the information, the faster the application can be processed.
- 4g. Buy, Lease or Acquire an Existing Business:** This section to be completed if the business existed before and new owners are acquiring. This information may be used to set tax rates on unemployment insurance and industrial insurance.
- 4h. Purchase Furniture/Fixtures/Equipment:**  
This section should be completed if the applicant has purchased furniture, fixtures or equipment on which use tax has not been paid, or if the applicant is leasing furniture, fixtures or equipment.
- 4i. Owned, Controlled or Affiliated with Other Business Entities:** Include any person or company not already listed who share in the profits or losses

of the business. (This does not include landlords, but could include franchises).

- 4j. Changing Business Structure:** Indicate the UBI number of the old structure type (i.e. sole proprietor) to be closed. It is *not* required that the old account be closed at this time.

**Cancel old trade names:** Mark “yes” or “no”.

- 4k. Ever Owned Another Business:** This question should be completed if the applicant and/or his/her spouse owned any other business, or currently own a business.

- 4l. Bank Name - Branch:** Indicate name of bank where the business account is or will be.

**Master Business Application – PAGE 4** (Page 3-13 in this manual)

**5. Employment/Elective Coverage**

- 5a. Date of First Employment:** Enter the date workers will begin employment under this entity. If the applicant is planning to hire employees with a first date of employment more than three months after this application is filed, the Departments of Employment Security and Labor & Industries will not open an account for the applicant at this time. The applicant will need to file another application before hiring employees.

**First Date of Wages Paid:** Enter the date the first wages will be paid.

- 5b. Number of Persons You Plan to Employ:** Enter the total number of persons the applicant plans to employ. The owner is not included in this count.

- 5c. Hiring Minors:** If no minors will be hired, questions should be left blank. Applicant will need to submit another application should they decide to hire minors.

**Minors Duties:** Enter the number of minors to be hired and their duties for each age group

- 5d. One** box should be checked to indicate the major operation of the business.

- 5e. Detailed Activities of the Employees:** The sections on employee duties should include detailed descriptions of the work performed, and a 3 month

estimate of the total number of employees and worker hours for each set of duties.

**5f. Report employee information separately/combined:** The licensee may report employee taxes for several business locations combined or separately, however they will submit separate returns for each state agency.

**5g. Unemployment Insurance for Corporate Officers:** Currently corporate officers of for profit corporations are not covered for unemployment insurance unless specifically requested on the application and form 5203 is received by Employment Security. Owners of other business structures (i.e. sole proprietor or partnership) do not qualify for unemployment insurance and cannot request optional coverage.

Effective January 1, 2009, officers of for profit corporations will be treated like employees unless they choose to "Opt Out" of coverage. There will be a special form that officers will be required to submit to the Employment Security Department in order to "Opt Out" of the coverage.

**5h. Workers' Compensation (Industrial Insurance) for Owners:** Business owners are not covered for workers' compensation unless specifically requested on the application and form F213-042-000 is received by Labor and Industries.

**5i. Elective Workers' Compensation (Industrial Insurance):** Some categories of employees are not covered by industrial insurance. The employer must indicate if they would like to cover those employees with optional insurance and complete F213-112-000. A listing of these employee categories can be found on the License Fee Sheet.

## **6. Signature**

The application should be signed by the applicant or an authorized representative of the firm.

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**This page left blank intentionally. Insert page 1 of MBA form here.**

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**This page left blank intentionally. Insert page 3 of MBA form here.**

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## Master Business Application Packet Mailer

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The following items should be included in a “Master Business Application Packet” to be mailed to new businesses:

### 1. The Master Business Application

Can be downloaded from: <http://www.dol.wa.gov/forms/700028fillable.pdf>

### 2. The License Fee Sheet

Can be downloaded from: <http://www.dol.wa.gov/forms/700031.pdf>

### 3. Trade Name Registration

Can be downloaded from: <http://www.dol.wa.gov/forms/700128.pdf>

### 4. Information for New Registrants

Can be downloaded from: <http://www.dol.wa.gov/forms/700027.pdf>

### 5. Where to File

Can be downloaded from: <http://www.dol.wa.gov/forms/700156.pdf>

### 6. Hazard Materials:

Can be downloaded from: <http://www.dol.wa.gov/forms/ecohazmat.pdf>

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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**

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

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

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

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

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

### **U.S. Mail**

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

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

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

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

**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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## **Agency Generated Applications POLICY**

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### **Agency-Generated Master Business Applications:**

Master Business Applications which are completed by agency personnel for the purpose of a field audit must be sent to Department of Licensing for processing like all other Master Business Applications.

### **Domestic Applications:**

Persons who hire domestics to work in or around their private home will use a Master Business Application to register as employers.

### **Agency-Unique Applications:**

Agency-unique applications (DOR temporary applications) will be treated as Master Business Applications.

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## **Agency Generated Applications PROCEDURE**

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### **Agency-Generated Applications:**

- Complete application as much as possible
- Forward the application to MLS
- MLS will request information and payment as required
- MLS will endorse the account
- ARDs to appropriate agencies

### **Agency-Unique Applications:**

**DOR temporary** – See pages 5-4 and 5-5, Temporary Registration Policy and Procedure.

- Forward to MLS

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## **Domestic Applications PROCEDURE**

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**Domestic Applications:**

- No business location address is created
- No endorsement is added
- No license is created
- The Master Business Application processing fee is required
- ARDs sent to appropriate agencies

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## **Temporary Registrations POLICY**

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To qualify for temporary tax registration, the business must engage in business activity no more than two times each year with each period of activity lasting no more than one month, or have seasonal dates of operation lasting no longer than three consecutive months. Persons engaging in business activities on a seasonal basis every year should register as a permanent account by completing a Master Business Application and requesting seasonal reporting with the Department of Revenue (see Seasonal Registrations, page 5-7).

No application handling fee is charged for temporary registrations.

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## Temporary Registrations PROCEDURE

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### For Non-DOR Personnel

1. Give the applicant the Department of Revenue's *Temporary Registration Brochure (Form Rev BR0004)*, and ask the applicant to complete the brochure.
2. Inform the applicant that after completing the brochure, he/she may:
  - 2a. Take the brochure to his/her nearest Department of Revenue office to receive a UBI number and *Temporary Registration Certificate*; **or**
  - 2b. Return the completed brochure to you. The Temporary Registration Certificate will follow in the mail. In this case, proceed as follows:
    - Issue the UBI number to the applicant (see procedure: Issuing a UBI on page 1-5).
    - Write the UBI number on the form included in the brochure.
    - Date stamp the form in the left-hand margin.
    - Immediately send the completed brochure to the nearest Department of Revenue field office.
3. When the Department of Revenue receives the brochure, they will transfer the information from the brochure to a *Temporary Registration Certificate (Form REV 32 0051)* and send the certificate to the applicant.
4. If the applicant indicated that he/she has or will have employees, the Department of Revenue will send that information to the Department of Licensing, who will in turn transfer the information to all other appropriate UBI agencies.

**For DOR Personnel**

1. Give the applicant a *Temporary Registration Certificate* (Form REV 32 00051), and ask the applicant to complete the certificate and return it to you.
2. When the applicant returns the completed certificate, issue the UBI number (see Procedure: Issuing a UBI page 1-5).
3. Write the UBI number on the **Reg. No.** line of the certificate.
4. Give the applicant the original and one copy of the completed certificate.
5. Keep one copy of the certificate for your files.
6. Send one copy of the certificate to Department of Revenue, Customer Account Services, PO Box 47476, Olympia, WA 98504-7476.
7. If the applicant indicated that he/she has or will have employees, make a copy of the certificate and send it to the Department of Licensing, who will in turn transfer the information to other appropriate UBI agencies.

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## Seasonal Registrations POLICY

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Persons engaging in seasonal business activities one or two quarters each calendar year may be eligible for seasonal reporting with the Department of Revenue.

Examples of businesses that may be eligible for seasonal reporting are Christmas tree or fireworks stands.

- The applicant must specify in which quarterly reporting period(s) he/she will be engaging in taxable business activities.
- The reporting periods do not need to be consecutive.
- The applicant need not engage in taxable activity during the entire reporting period(s).

Department of Revenue will provide the applicant with a tax return for the quarter(s) specified on the Master Business Application.

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## **Seasonal Registrations PROCEDURE**

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1. Assist the applicant in determining if he/she is eligible for seasonal reporting.
2. Have the applicant complete the Master Business Application indicating which one or two quarters he/she will engage in taxable activity. The note for seasonal activity can be placed in section 2 or section 4f on the Master Business Application.
3. Process the Master Business Application. The applicant will receive a letter from Department of Revenue confirming placement on seasonal reporting and indicating his/her quarterly reporting period(s) and will only receive tax returns for those periods.

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## Trade Names POLICY

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Any business entity, individual, partnership, or corporation conducting business using a name other than their own legal name(s) is required to register that name as a Trade Name.

### **Purpose of Trade Name Registration**

The purpose of the trade name law is to provide the public the opportunity to identify persons conducting business under an assumed (trade) name.

### **Information about Trade Names**

A business person cannot bring suit in a court of law related to his/her business unless the trade name of the business is registered. However, the trade name filing statute does not provide for protection of assumed (trade) names. Protection of trade names falls under common law. The right to use a name belongs to the person or entity who first uses it in connection with their business.

### **Sole Proprietorships and Partnerships**

A trade name is any name used to identify a business that does not contain the legal names of all the owners of a business. A person's legal name is the name used by the person to sign legal documents and checks.

*Any other form of the name, used alone or with other words, must be registered as a trade name:*

1. A nickname or initials with the surname when the individual uses a different name as a legal signature.
2. Names or initials with the surname which are not the individual's real name or initials.
3. A name containing words suggesting additional owners (e.g. "Company," "& Sons," "& Associates").

### **Corporations, Limited Partnerships, Limited Liability Companies and Limited Liability Partnerships**

Any name that is not the **exact** name of the corporation, limited partnership, limited liability company or limited liability partnership as registered with the Corporations Division, Office of the Secretary of State must be registered as a trade name.

*Examples:*

**Possible Business Names**

**Sole Proprietorships**

<u>Legal Name</u>	<u>Do not need to register</u>	<u>Need to register</u>
John J. Jones	John J Jones John J Jones CPA John J Jones Construction John J Jones Enterprises	John Jones Johnny Jones J J Jones Jones John(s) Johnny(s) J J(s) John J Jones & Company John J Jones & Associates
Johnny Jones	Johnny Jones Johnny Jones CPA Johnny Jones Construction Johnny Jones Enterprises	John Jones John J Jones J J Jones Jones John(s) Johnny(s) J J(s) Johnny Jones & Company Johnny Jones & Associates
J.J. Jones	J J Jones J J Jones CPA JJ Jones Construction J J Jones Enterprises	John Jones John J Jones Johnny Jones Jones John(s) Johnny(s) J J(s) J J Jones & Company J J Jones & Associates

**Possible Business Names**

**Partnerships**

<u>Legal Name</u>	<u>Do not need to register</u>	<u>Need to register</u>
Michael Smith & John Jones	Michael Smith & John Jones Michael Smith & John Jones CPAs Michael Smith & John Jones Construction Michael Smith & John Jones Enterprises	Mike Smith & John Jones M Smith & J Jones Smith & Jones Michael & John Mike & John M & J S & J Michael Smith, John Jones & Company Michael Smith, John Jones & Associates

**Corporations**

Gingers Sweets Emporium Inc	Gingers Sweets Emporium Inc	Gingers Sweets Emporium Gingers Sweets Gingers Sweets Emporium Gingers Emporium
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## Trade Names PROCEDURE

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**Note:** The applicant may register as many trade names as he/she wishes on one application.

### To Register a New Trade Name

1. The applicant should check the box "Register Trade Name" in Section 1 on Page 1 of the Master Business Application.
2. The applicant must list the trade name(s) he/she wishes to register in Section 2 on Page 1 of the Master Business Application. A fee of \$5 for *each* trade name to be registered is required.

### To Change a Trade Name

1. The applicant should check the box "Change Trade Name" in Section 1 on Page 1 of the Master Business Application.
2. The applicant must list the trade name(s) he/she wishes to register in Section 2 on Page 1 of the Master Business Application. A fee of five dollars (\$5) for *each* trade name to be registered is required.
3. Immediately below, the applicant must list the trade name(s) he/she wishes to cancel and write "CANCEL" after that name(s). *There is no fee for canceling trade names.*

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## **Minor Work Permit Special Processing POLICY**

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1. For employment purposes, minors are considered to be under 18 years of age.
2. A business hiring minors must complete a Master Business Application.
3. If the business has already hired a minor or will be hiring a minor within 30 days, see Minor Work Permit Special Processing Procedure.

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## **Minor Work Permit Special Processing PROCEDURE**

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1. Review the Master Business Application for completeness.
2. If the Master Business Application indicates that a Minor has already been hired, inform the applicant that the minors' duties must be approved by the Employment Standards division of L&I.
3. Search and issue the UBI number as usual.
4. Inform the customer that they are required to wait at the counter for receipt of approval of the Minor Work Permit. This may take up to an hour. The customer is required to wait in case the permit is not approved.
5. Fax all four pages of the Master Business Application form to MLS at (360) 570-7875. Include a cover sheet with the field offices fax number and a contact person's name and phone number.
6. MLS staff will key the application information, contact the Employment Standards staff and issue the approved document.
7. MLS will either fax the approved Registrations and Licenses Document displaying the approved Minor Work Permit back to your field office, or will call your field office to notify you of the disapproval.
8. If it is stocked by your agency, a Parent/School Authorization form should be given to the applicant if the permit was approved.
9. A permanent license will be mailed to the client.

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## **Help Desks POLICY**

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Each UBI agency will maintain a Help Desk to assist personnel from other agencies with UBI questions concerning the registration of businesses.

The Help Desk System must be used when questions cannot be answered by the agency registering the business.

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## Help Desks PROCEDURE

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When a question concerning any UBI agency cannot be answered, call the appropriate Help Desk. Identify yourself and your agency.

**Agency Help Desk Telephone Numbers:** (The area code for all numbers below is 360.)

	<b>Voice</b>	<b>Fax</b>
<b>Corporations Division, Office of the Secretary of State</b>	725-0377	664-8781
<b>Department of Labor &amp; Industries</b>	902-4817	902-4729
<b>Department of Licensing</b>	664-1430	570-4962
<b>Department of Revenue</b>	902-7180	586-0527
<b>Employment Security Department</b>	902-9360	902-9264

### **UBI Policy Contact Personnel**

Tobi Snyder	Corporations Division, Secretary of State	725-0331	664-8781
Brenda Westfall	Employment Security	902-9360	902-9264
Julia Ehr	Labor & Industries	902-4799	902-4729
Kim Eastman	Licensing	664-1415	570-7875
Bob Petteys	Revenue	902-7010	902-7167

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## UBI Question & Answer Matrix

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***Common situations and the appropriate actions to take:***

		Complete UBI Change Form?	Submit New MA?	Issue New UBI?	Comments
<b>Changes to Existing Accounts</b>					
1.	A business entity changes its structure (e.g. sole proprietor incorporates).	NO	YES	YES	
2.	A business changes its mailing address or telephone number (not applicable for changing a corporation's registered office address.)	YES	NO	NO	
3.	An in-state business entity moves out of state, but continues to do business in Washington.	YES	NO	NO	
4.	A business entity moves to a different location in this state				
	(a) No specialty licenses required	YES	NO	NO	
	(b) Specialty licenses required (i.e. Liquor, Lottery, etc.)	NO	YES	NO	
5.	A business entity changes its principal product or service				
	(a) No specialty licenses required.	YES	NO	NO	
	(b) Specialty licenses required (i.e. Liquor, Lottery, etc.)	NO	YES	NO	
6.	An entity opens a new location.	NO	YES	NO	

		<b>Complete UBI Change Form?</b>	<b>Submit New MA?</b>	<b>Issue New UBI?</b>	<b>Comments</b>
<b>7.</b>	An entity sells its business and purchases another business.	NO	YES	NO	
<b>Changes to Existing Accounts (cont.)</b>					
<b>8.</b>	A business wants to change or add a new trade name.	NO	YES	NO	
<b>9.</b>	The owner's legal name changes or a spouse is added (not applicable for corporate name changes).	YES	NO	NO	
<b>10.</b>	The sole proprietor of an entity dies and the estate continues operation.	NO	YES	NO	
<b>11.</b>	A business wants to elect coverage for owners or exempt employment.	NO	YES, if L&I does not have an account	NO	Additional ES and L&I forms required.
<b>12.</b>	An existing business entity hires employee(s) for the first time.				
	(a) Within 30 days of filing MA	NO	YES	NO	No Fee
	(b) Outside 30 days	NO	YES	NO	
<b>13.</b>	Two or more unassociated entities enter into an agreement to employ a receptionist.	NO	YES	YES	

		Complete UBI Change Form?	Submit New MA?	Issue New UBI?	Comments
<b>Hiring Employees</b>					
14.	A private household hires a person to work in or around the home; (i.e. a nanny, domestic servant)	NO	YES	YES	
15.	A corporation wants to hire a domestic servant.	NO	NO	NO	Private households only
16.	A business chooses to cover excluded employees or owners with L&I and ES Insurance and the employment accounts already exist at both agencies.	NO	NO	NO	Contact agencies for special forms.
<b>Corporations and Limited Liability Companies</b>					
17.	A corporation registers a separate new corporation that is a wholly owned subsidiary.	NO	YES	YES	
18.	The majority of the stock of a corporation was transferred to different individuals. (Note: If the business has liquor, lottery, or gambling licenses, he/she must contact Master License Service at 360-664-1414.)	YES	NO	NO	If business has employees, refer customer to ES and L&I.

		Complete UBI Change Form?	Submit New MA?	Issue New UBI?	Comments
<b>19.</b>	Change of corporate officers or LLC members	NO	NO	NO	SOS needs amended report. If business has employees, refer customer to ES and L&I.
<b>20.</b>	Non-profit corporation has:				
	(a) trade names	NO	YES	NO	
	(b) paid employees	NO	YES	NO	
	(c) sells a tangible product at retail	NO	YES	NO	

**Partners**

<b>21.</b>	One or more partners joined and/or left an established general partnership				
	(a) Less than 50% change in number of partners, no specialty licenses required	YES	NO	NO	
	(b) Less than 50% change in number of partners, specialty license required	NO	YES	NO	
	(c) 50% or more change in number of partners. Per WAC 458-20-101(11)DOR and ESD Policy	NO	YES	YES	
<b>22.</b>	Limited Partnership or LLP changes any of its partners	NO	NO	NO	SOS needs amendment



		<b>Complete UBI Change Form?</b>	<b>Submit New MA?</b>	<b>Issue New UBI?</b>	<b>Comments</b>
<b>23.</b>	An entity that originally registered as a partnership has operated as a sole proprietor for the past two years (this does not apply to marital communities).	NO	YES	YES	
<b>Legal</b>					
<b>24.</b>	The business entity became insolvent and the debtor retains possession.	NO	NO	NO	
<b>25.</b>	The business entity became insolvent and a trustee was appointed.	YES	NO	NO	
<b>26.</b>	In a divorce action when one spouse is awarded the business from his/her former spouse.				
	(a) No specialty licenses required	YES	NO	NO	
	(b) Specialty licenses required (i.e. Liquor, Lottery, etc.)	NO	YES	NO	
<b>27.</b>	A trust will operate a business entity.	NO	YES	YES	
<b>28.</b>	The sole proprietor of an entity dies and the estate continues operation.	NO	YES	NO	
<b>29.</b>	Two or more unassociated entities enter into an agreement to jointly purchase and rent an office building with employees (an arrangement known as tenants-in-common).	NO	YES	YES	

		Complete UBI Change Form?	Submit New MA?	Issue New UBI?	Comments
<b>Inactive/resume</b>					
<b>30.</b>	An entity that has been inactive for a number of years resumes operation	NO	YES	NO	SOS may need reinstatement
<b>31.</b>	An entity that has been inactive for any amount of time repossesses the business and resumes operations.	NO	YES	NO	
<b>Miscellaneous</b>					
<b>32.</b>	There is information omitted or a keying error on the UBI database.	YES	NO	NO	
<b>33.</b>	The same entity has two UBI numbers.	YES	NO	NO	
<b>34.</b>	A foreign corporation converts to another legal entity in their state (i.e. corporation to LLC).	NO	NO	NO	Entity must file paperwork with SOS.

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## Employment Security Department Agency-Specific Questions

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**1. Are there any fees or deposits to register with Employment Security Department?**

There are no fees or deposits required at the time of registration.

**2. When do I have to register?**

The date you first hire employees, full or part time, is when you become an employer and must register. You may register up to three months prior to the date of first hire. If the hire date is more than three months after the application is filed, the Employment Security Department will not open an account. You must reapply when you are within the three-month period.

**3. Who pays the Unemployment Insurance tax?**

The Unemployment Insurance tax is paid by the employer. No deductions can be made from the employee's wages.

**4. 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 employment during a quarter, you must file the report on time.

**5. How do I get the 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 included in the mailing envelope. If the employer chooses to file electronically, the paper reports will be suppressed after two consecutive quarters of filing.

**6. Do I have to report my family for Unemployment Insurance?**

If you are a **sole proprietor**, do not report your spouse or your unmarried children under the age of 18. If you are a **partnership, corporation or Limited Liability Company**, you must report all family members if they are

performing services. If the business is a **small farm** (not liable for FUTA) you need not report family members, regardless of whether the business is a sole proprietorship, partnership or corporation.

**7. What are the rules for determining liability of an agricultural employer?**

All agricultural employers are liable for unemployment insurance taxes. A special exemption is given to employers not meeting the FUTA requirements. Those small agricultural employers are not required to report students or spouses and children of corporate officers (if the small farm is incorporated).

**8. What are the rules for determining liability of domestic employers?**

A domestic/household employer is liable if their payroll is \$1,000 or more in any quarter of the current or preceding calendar year.

**9. Am I liable for paying taxes if employees are non-citizens and cannot draw benefits?**

Yes. You are liable as the unemployment insurance tax is not based on whether individuals qualify for benefits or not. Exception: if your employee is temporarily working in the US and has an F, H2A or H2B, H3 or J visa, the employer does not have to report and pay tax on those wages.

**10. How is my tax determined?**

Under the current experience rating system, employers are taxed in accordance with the degree to which their former employees draw unemployment insurance benefits. Employers with the most favorable experience are assigned the lowest rate, and those with the least favorable experience are assigned the highest rate. If you do not have sufficient experience, your rate is determined by using the average tax rate of your industry.

**11. If I buy another business, what will my tax rate be?**

If you already are an employer when you acquire another business, your tax rate remains the same. If you are not already an employer when you acquire a business, you will acquire the previous employer's experience rate.

**12. Why are my rates so high?**

Your tax rate may be high because your tax reporting is delinquent; you have chargeable benefit charges; you are a successor to a qualified employer with a high rate; or the industry rate for your business activity is high.

**13. When will the tax rate go down?**

The tax rate will go down when your benefit ratio is reduced, or when the industry average is reduced.

**14. What can I do to keep my tax rate low?**

Reduce employee layoffs, pay your taxes on time, and request relief of benefit charges, when appropriate.

**15. What is FUTA?**

The Federal Unemployment Tax Act (FUTA) is the funding source for the administrative costs of Employment Security Departments throughout the country, and one-half of extended unemployment benefits. FUTA also provides a loan fund to states that have depleted their unemployment funds.

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## Department of Labor and Industries

### Agency-Specific Questions

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- 1. How do I get a UBI number to complete my contractor's registration?  
How do I register for workers' compensation (industrial insurance)?  
How do I reopen an account that has been closed?**

You can get your UBI number and/or register for industrial insurance coverage by filing a Master Business Application on line. Or you can print a paper application from DOL's web site and mail it in with the appropriate fees. Also, service locations of the Departments of Revenue, Employment Security tax offices, Labor and Industries, Secretary of State, or the Department of Licensing in Olympia can help you. Industrial Insurance coverage is effective when the Master Business Application is received at one of these locations or the future date you indicate hiring on the application.

If you had an industrial insurance account in the past, in some situations L&I will activate a new account without requiring a Master Business Application. Call the Employer Services information line at (360) 902-4817 for help in determining whether a new application needs to be filed.

- 2. How much does industrial insurance cost?**

The cost depends on the classification assigned for the nature of your business, the number of employees, and the number of hours worked. Each classification carries an hourly rate representative of its potential for losses.

- 3. How do I pay industrial insurance?**

You may register to report and pay your premiums on line after the end of each quarter at L&I's web site. If you choose not to report on line, a preprinted Employer's Quarterly Report will be mailed to you near the end of March, June, September, and December. You use this form to report the number of hours your employees worked during the prior quarter. This report must be filed on line or mailed to the Department with payment for premium before the end of January, April, July, and October.

- 4. Can I transfer my experience modification factor from another state?**

No.

**5. Can I buy industrial insurance from a private insurance company?**

Not in Washington State. Industrial insurance can be purchased *only* from the Washington State Department of Labor and Industries.

**6. Do owners have to pay industrial insurance on themselves?**

No, sole proprietors, partners, some LLC members, and some corporate officers do not have to be covered by industrial insurance unless they elect the coverage for themselves. Contact Employer Services at (360) 902-4817 for assistance in determining exemptions. Elective coverage forms are available at [lni.wa.gov](http://lni.wa.gov).

**7. Do I have to pay industrial insurance on a person doing domestic work in my home?**

Not unless you have two or more employees who spend 40 hours or more per week at the residence. You may elect coverage for domestic workers if you do not have 2 employees working 40 hours each per week. Visit [lni.wa.gov](http://lni.wa.gov) for elective coverage forms for excluded employments.

**8. Do I have to pay industrial insurance for my own children?**

Yes, unless the children are under 18 and working on your own family farm. To hire anyone under the age of 18, you must get a "minor work permit" from the Employment Standards Division of the Department of Labor & Industries. You can get a permit through the MBA process as described in #1.

**9. How do I cover volunteers and what are the requirements for industrial insurance?**

Volunteers are generally exempt only in registered non-profit businesses, and are not recognized in for-profit businesses. Coverage is required for anyone working in a for-profit business. Only 501-C-3 non-profit charitable organizations may elect coverage for their volunteers. Please contact Employer Services at (360) 902-4817 for more information, as volunteer situations may vary.

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## Department of Licensing Agency-Specific Questions

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### 1. **What is the Master License Service?**

Master License Service (MLS) is a central filing point where businesses can register for licenses with 10 different state agencies and several cities. MLS collects the information and fees, and then sends them to the appropriate regulatory agencies. A single license document is issued, called the Registrations and Licenses document, which lists licenses that have been approved.

### 2. **Why does MLS charge a \$15 fee for application?**

The MLS is self-funded and is supported by the fees we collect from applications and renewals. Several years ago the legislature decided that the businesses being served needed to cover the costs of the program, rather than having the partner agencies cover the cost.

### 3. **There are a lot of licenses available on the Master Business Application and I don't know much about them. How do I handle this with a customer?**

The License Fee Sheet lists most of the licenses MLS offers. The Fee Sheet indicates the fee for each license and whether there are additional forms needed. Forms can be found on the DOL website. Collecting the proper fees will speed up the entire licensing process, even if you don't have all the forms needed. MLS can frequently collect information via fax, saving lots of time.

### 4. **What if the customer wants the additional forms from me?**

Most of the forms are available on the DOL website or you can call MLS to get the forms faxed to you or to your customer (see the contact information on page 7-4).

### 5. **Why register a Trade Name?**

State law requires that Trade Names (or Doing Business As names) be registered in order to identify the owner of a business. A lawsuit cannot be filed on behalf of a business, even in small claims court, unless the



business' name is registered. The trade name law does not protect the name from use by others – that must be handled in civil court.

**6. How long does it take for the applicant to receive a license?**

An applicant can receive their license within 2 to 6 weeks once all fees and information are received at MLS. Many factors affect the timing. Internet applications are processed within one business day. Paper applications take several days for processing. Some licenses must be approved by other agencies and may take longer.

**7. How does someone know if they need to renew an account?**

If their license document has an expiration date, they will need to renew. A renewal notice will be sent to the applicant about six weeks before their expiration date. Many licensees now have the ability to renew online. The renewal will provide the web address and password if the licenses qualify to renew online.

**8. Does all business need a city license?**

It depends. There are one or two cities that only require businesses located within the city limits to get licensed. However, most of MLS' partner cities require anyone that is doing business within city limits to get a license, whether their business is actually located there or not. This would include businesses like building contractors, landscapers, repairmen, etc.

**9. Which cities are MLS partners?**

MLS keeps their online City Fee Sheet updated with partner city information, so you can check online at:

<http://www.dol.wa.gov/business/citycounty.html>

**10. Can the applicant operate their business as soon as they submit the city license application?**

No. Most cities require zoning approval, and some also require approval from their Fire Department and the Planning Department. For most cities, approval takes less than 10 days.

**11. Is there a way to speed up city approval?**

The applicant should talk with the city directly to see what their options might be. If the applicant applies for the city license online, the city staff will have the application within 48 hours, making it a fast option.

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## Department of Revenue Agency-Specific Questions

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### 1. Do I need to be registered with the Department of Revenue?

You must register with the Department of Revenue if:

- Your business is required to collect sales tax.
- Your gross income is \$12,000 per year or more.
- Your business is required to pay taxes or fees to the Department of Revenue.
- You are a buyer or processor of specialty wood products.

You may still be required to complete a Master Business Application and register with other state agencies.

### 2. Do I have to renew my registration each year?

Your registration is valid as long as you are conducting business.

Some businesses require licenses which must be renewed each year:

- Liquor licenses
- Licenses for lottery retailers
- Cigarette retailers and wholesalers
- Licenses for egg, pesticide, seed and nursery dealers

### 3. How often do I report?

The Department of Revenue will send notification of your assigned reporting frequency. There are four types of reporting frequencies:

- Monthly
- Quarterly
- Annual
- Non-reporting

**4. How are the reporting frequencies determined?**

The Department of Revenue will review your business activity type and estimated gross-income to determine your reporting frequency. The following general rules apply:

- Monthly: Over \$4,800 annual estimated tax liability
- Quarterly: \$1,050 to 4,800 annual estimated tax liability
- Annual: Less than \$1,050 annual estimated tax liability

**5. How will I get my tax returns?**

There are two options available to report your business income.

**Paper Returns:**

- If the due date falls on a weekend or legal holiday. The due date for the return is the next business day.
- Pre-printed returns will be mailed to you about four weeks before each due date as long as you are not registered for E-File.

**Electronic Returns:**

You can file and pay your taxes on the internet using our electronic filing (E-File) service at [dor.wa.gov](http://dor.wa.gov).

Please contact 1-877-345-3353 for additional assistance on registering for electronic filing and/or filing your tax returns.

**6. What do I do if I don't receive a tax return?**

If you do not receive your form by the 10<sup>th</sup> of the month in which it is due:

- You can file and pay your taxes on the internet using our electronic filing (E-File) service at [dor.wa.gov](http://dor.wa.gov).
  - To reduce costs and help the environment, paper tax returns are not mailed to taxpayers who are registered to electronically file returns using our E-File service.
- Call 1-800-647-7706 and speak to a representative
- Tax returns and forms can be downloaded from our website [dor.wa.gov](http://dor.wa.gov).
- Contact the nearest Department of Revenue office

Please notify the Department of Revenue of any mailing address or account changes by calling 1-800-647-7706 or online at [dor.wa.gov](http://dor.wa.gov).

**7. When are the tax returns due?**

- Monthly returns are due on the 25th of the month following the month being reported.
  - Example: The June return is due July 25th.
- Quarterly returns are due by the last day of the month following the end of the quarter being reported.
  - Example: The Q2 (April, May, June) return is due July 30th.
- Annual returns are due on the last day of the month following the year being reported.
  - Example: The Annual return is due January 31st of the following year.

**8. Are there penalties and interest for late reporting?**

Yes. By law, penalty and interest apply as a result of the failure to pay your taxes on time. Separate penalties may apply and be cumulative for the same tax. Interest also applies if any tax has not been paid when it is due.

**9. What are the penalties and interest for late filing?**

- 5% - If the tax due is not paid by the due date.
  - Example: If the due date is July 25<sup>th</sup>, and the return is received on July 26<sup>th</sup>, 5% penalty is owed.
- 15% - If the tax due is not paid on or before the last day of the month following the due date.
  - Example: If the due date is July 25<sup>th</sup>, and the return is received on September 1st, 15% penalty is owed.
- 25% - If the tax due is not paid on or before the last day of the second month following the due date.
  - Example: If the due date is July 25<sup>th</sup>, and the return is received on or after October 1st, 25% penalty is owed.

**10. Is it true that by law the Department has to assess a 5% assessment penalty even if I accidentally calculate and pay the wrong amount of tax?**

Yes, but only if the tax return is considered “substantially underpaid.”

The law explains that if you pay at least 80% of the tax due, **OR** the amount of tax remaining owing is less than \$1,000, the Department will not assess the additional 5% assessment penalty on the tax bill.

However, if the amount of tax underpaid is **BOTH** \$1,000 or more **AND** the amount of tax paid with the return is less than 80% of the actual tax owed, then your return is considered substantially underpaid. In these cases, the law requires the Department to issue a tax bill which includes a 5% assessment penalty based on the amount of additional tax owed

In all cases, the law required interest to be automatically included to the tax bill being issued.

**11. How do I fill out the tax return?**

- Visit our web site ([dor.wa.gov](http://dor.wa.gov)) and get return instruction under the category forms and publications
- Call toll free 1-800-647-7706 to speak with a representative

**12. How can I get additional information about the taxes involved in my type of business?**

The Department makes information readily available. Visit the Department's web site at [dor.wa.gov](http://dor.wa.gov), or call Taxpayer Services toll free at 1-800-647-7706.

- Attend a tax workshop in your area
- Quarterly Tax Facts newsletter
- Business Tax Guides
- Industry Specific Guides
- Washington Tax Decisions
- Fact sheets on various taxes
- Special Notices
- Washington Administrative Code (WAC)
- Revised Code of Washington (RCW)

You can also request these publications from your local Revenue office. You can also write to Taxpayer Information and Education:

Department of Revenue  
PO Box 47478  
Olympia, WA 98504-7478

**13. Do I have to send in the tax return if I have no business activity for the period?**

Yes. You must file a tax return even if you had no business during the period. You may also call 1-800-647-7706 to file a "No Business Activity" return.

**14. What are resale certificates and where can I get one if I am reselling items?**

A resale certificate is a statement signed by a buyer that states the purchase is for resale in the regular course of business without use by the buyer. The buyer must indicate what kind of business he or she is in and the kind of goods or services being purchased. Once the seller accepts a resale certificate, the seller is relieved of collecting sales tax on the purchase.

You can obtain a resale certificate at our web site [dor.wa.gov](http://dor.wa.gov).

**15. Can I use my resale certificate for personal use?**

No. Sales tax is due on all supplies, equipment, products, and services used by the business. This is the case, even if the item being purchased will be resold after only a short time of use.

**16. Can I use my UBI number for business purchases?**

The Unified Business Identifier (UBI) issued to you can be used as a “resale” number if the purchase qualifies as a resale purchase. Use of the UBI number for resale purchases is only valid when the buyer certifies the item purchased is:

- for resale in the normal course of business without intervening use.
- for use as an ingredient or component part of a new article of tangible.
- as a chemical to be used in processing a new article of tangible personal.
- for use as feed, seed, seedlings, fertilizer, or spray materials in its capacity as a farmer.

If sales tax is not paid because the item is believed to be for resale at the time of purchase, but it is later used, then deferred sales tax or use tax is paid by the buyer that originally issued the resale certificate.

**17. How will I know how much sales tax to charge?**

State and local tax rate information is available at our web site [dor.wa.gov](http://dor.wa.gov). Updates are published quarterly and when sales tax rate changes occur.

**18. What is the difference between sales tax, deferred sales tax, and use tax?**

- The retail sales tax is imposed on persons who purchase nonexempt items of tangible personal property or retail

- services within the state as consumers, and the tax is generally required to be collected by the seller.
- However, there are three situations where a seller may be relieved of the duty to collect retail sales tax:
    - Situation 1: The seller receives a properly documented claim for tax exemption from the buyer.
    - Situation 2: The seller receives a properly executed resale certificate from a buyer who normally engages in both consuming and reselling nonexempt items of tangible personal property, and the buyer cannot determine at the time of purchase whether the property will be consumed or resold.
    - Situation 3: The seller does not have nexus in Washington State and is not required by law to collect Washington Sales tax.
  - In either Situation 1 or 2, if the buyer later finds that either the item is not exempt from taxes or finds they will use the item (will not resell the item), the deferred sales tax is owed. The deferred sales tax is paid at the same rate and sourced to the same city or county where sales tax should have been originally paid, so it is essentially sales tax paid directly by the buyer.
  - In Situation 3, use tax is owed. The use tax rate is generally determined by the location of first use in Washington State.

#### **19. When is use tax owed?**

Use tax is a tax on the use of goods or certain services in Washington when sales tax has not been paid. Like sales tax, use tax may be owed by businesses, Washington residents, and non-Washington residents. Goods and services used in this state are subject to either sales or use tax, but not both. Use tax is due if:

- Goods are purchased in another state that does not have a sales tax, and the goods are used in Washington.
- Goods are purchased in a state with a sales tax lower than Washington's, and the goods are used in Washington.
- Goods are purchased from someone who is not required to collect sales tax.
- Goods are purchased out of state by subscription, through the Internet, or from a mail order catalog company, and the company is not required to collect Washington State sales tax.

- Personal property is acquired with the purchase of real property.
- Products are consumed or used by a manufacturer for final use by the business

## **20. When is sales tax charged on services?**

Sales tax is generally charged on the following services:

- Constructing, installing repairing, improving, cleaning, or decorating real or personal property for others
- Landscaping, lawn mowing, pruning, trimming, fertilizing and pest control (except when completed for farmers)
- Personal services such as: physical fitness services, fitness testing, fitness training, aerobic classes, yoga classes, tanning, tattooing, and message services.
- Guided tours or charters
- Towing and parking automobiles.
- Lodging (hotels, motels, resorts, etc.)-for less than 30 days
- The use of real property for less than 30 days
- Laundromats
- Renting or leasing tangible personal property
- Competitive and network telephone services
- Abstract, title insurance, escrow, credit bureau or tenant screening services
- Admission to active amusement or recreation facilities (golf, billiards, bowling, amusement parks, etc.)
- Non-janitorial cleaning of buildings

## **21. When is sales tax not charged on services?**

Sales tax is generally not charged on the following services:

- Professional services (health practitioners, attorneys, accountants, etc.)
- Leveling land for agricultural purposes for farmers.
- Coin-operated laundry services for tenants and laundry services provided to nonprofit hospitals
- Renting or leasing of real property for more than 30 days
- Janitorial services consisting of routine cleaning such as wall and inside window washing, floor cleaning and waxing, and cleaning curtains and carpets in place
- Services rendered to live animals
- Instructional lessons
- Admission to viewing events such as movies or concerts



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## Secretary of State, Corporations Division Agency-Specific Questions

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1. **Can a business become a corporation by just completing a Master Business Application?**

No. State law requires that Articles of Incorporation must be completed and filed with the Secretary of State's Corporations Division in order for a business to be a corporation.

2. **If I file a Master Business Application in another agency first, am I guaranteed that the name I put down will be okay for use as the name of my corporation, limited partnership, limited liability company or limited liability partnership?**

No. Only the Corporations Division can determine if a corporate name can be used by comparing it with other corporations, limited partnerships, limited liability companies, limited liability partnerships and name reservations in their file.

3. **If I am already using a business or trade name and later decide to incorporate or form a limited partnership, limited liability company or limited liability partnership, will I be able to use the same name for the corporation, limited partnership, limited liability company or limited liability partnership?**

Only if a comparison with the name on the organizing documents and the Corporations Division files indicate that the name is not identical to or very similar to the name of another corporation, limited partnership, limited liability company, limited liability partnership or name reservation recorded there.

4. **Why can the Secretary of State's office issue a UBI without a Master Business Application?**

The majority of Articles of Incorporation or applications for Certificate of Authority to Do Business are not turned in by incorporators or owners of the corporations. They are received from service companies, attorneys, messengers, or accountants who do not have the information called for or the authority to sign the Master Business Application. State law does not allow the agency to refuse to file Articles of Incorporation because a Master Business Application has not been completed—that would be hindering

business. The purpose of the UBI program and its goal is to issue a single identification number to each business, so it is essential that the UBI be issued upon incorporation.

**5. Why can't corporations with the same name (and owners) keep the same UBI number once they have been dissolved by the Secretary of State's office and the reinstatement period has expired?**

A corporation is like a person; it has a "life" of its own. If it is dissolved for failure to pay its license fees, it can reinstate as the same corporation with the same UBI within 5 years for domestic profit corporations and 3 years for non-profit corporations. Limited Liability Companies have 2 years to reinstate. After the reinstatement period is over, however, the corporation cannot be revived; according to law it is "dead." If the owners wish to be a corporation again, they have to file *new* Articles of Incorporation. Under UBI policy, each *new* entity needs a new UBI number.

**6. How can I check a name to see if it is available as a corporate name?**

All names in the Corporations Division files are not on computer. Searches are done manually and are quite time consuming. Records are researched only as Articles of Incorporation or name reservation applications are presented for filing. No name searches are conducted by phone.

**7. What is a name reservation? How do I get one?**

Anyone wishing to reserve a name for corporate use may *write* to the Corporations Division, list up to 3 names in order of preference, and enclose the filing fee. The first name that is available will be reserved for a period of 180 days and the customer will be notified of the name that has been registered.

**8. How is the filed date determined on Articles of Incorporation?**

The filed date that is affixed to Articles of Incorporation is the date that the Articles are *received* in the Corporations Division in a form that meets statutory requirements and with the applicable fee.

**9. Will someone call me when the Articles are filed?**

Standard procedure for mailed in Articles is to return confirmation by mail, which includes Certificate and Filed/Stamped copy of the submittal.

**10. What is the filing fee for Articles of Incorporation?**

\$175.00. The fee includes the first year corporate license fee.

**11. What is a Sub Chapter S Corporation?**

A corporation must apply to the Internal Revenue Service for Sub Chapter S status shortly after incorporating. It has to do with the manner in which federal taxes are assessed, the size of the business, etc.

**12. What is a foreign corporation? Do they register with the Corporations Division?**

A corporation formed in a jurisdiction (state or country) other than Washington State is considered a foreign corporation. Foreign corporations file applications for a Certificate of Authority to do Business in Washington with the Corporations Division. There are a few exceptions to this requirement; however, *personnel in the Corporations Division cannot advise whether or not a corporation should register. We are happy to send a copy of the law to any firm considering qualification so they can make the determination based on their own in-depth knowledge of their operations.*

**13. Why can't I get through on the Corporations Division phone lines?**

The Agency responds to over 500 phone calls a day on the lines that feed off the (360) 725-0377 number. You may wish to consider writing to the office at PO Box 40234, Olympia, WA 98504-0234 or sending an email to [corps@secstate.wa.gov](mailto:corps@secstate.wa.gov).

**14. What happens if a foreign corporation changes their state of incorporation?**

Foreign corporations, already on file with the Secretary of State's Corporations Division, that convert from one state of origin to another state, need to file an Amended Certificate of Authority (with the Secretary of State's office) and include copies of the conversion documents filed from each state in order to change the domicile state recognized by the Corporations Division.

**15. What happens if a foreign corporation changes to an LLC?**

Foreign corporations, already on file with the Secretary of State's Corporations Division, that convert from one legal structure to another (Corporation to LLC etc), need to file an Amended Certificate of Authority

(with the Secretary of State's office) and include a copy of the conversion document filed in the home state in order to change the legal structure type recognized by the Corporations Division.

**16. Does the applicant need to complete a Master Business Application if they are a non-profit corporation?**

If the non-profit corporation has trade names, paid employees, and/or sells tangible products at retail, the applicant must complete a Master Business Application.

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## Frequently Asked Questions Master Business Application

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**1. How do I know what registrations and licenses are needed for a business?**

The business licensing guide is available online at [www.dol.wa.gov](http://www.dol.wa.gov) to help anyone determine licensing requirements. Applicants can also contact MLS at 360-664-1400 to obtain a personalized licensing guide.

**2. How much of the Master Business Application needs to be completed?**

New businesses should complete all sections of the Master Business Application. If the application is being submitted to make changes to an already registered business, complete the sections indicated on the Master Business Application for the change indicated. An incomplete application will result in delays.

**3. Who gets to see the Master Business Application?**

The actual Master Business Application is seen only by field office and MLS (Master License Services – DOL) personnel. However, information contained on the Master Business Application can be released to the public if it is a matter of public record. See the Confidentiality Policy on page 11-1.

**4. Why do we require a physical location address on the Master Business Application?**

Licenses are attached to the physical location of a business, rather than to the business owner. The physical location information is also used by participating agencies to establish the existence of the business, properly distribute taxes, and handle Labor and Industries injury claims and safety inspections.

**5. Why do we request the name of the applicant's bank and branch?**

Participating taxing agencies use this information for collection of delinquent taxes, when necessary.

**6. Why do we request the name of the previous business owner(s) of the business?**

This information is used by participating taxing agencies to establish tax rates and liability.

**7. Why do we request the spouse's Social Security number?**

Certain licenses, such as liquor and lottery, require a background investigation of the applicant(s). The spouse's Social Security number is used to assist in the investigation.

If a sole proprietor is an employer, then Employment Security requires both the sole proprietor and their spouse's social security number.

**8. What does "combined" or "separate" reporting mean?**

If there is more than one business location for the entity being reported, all locations may be reported on one return (combined reporting), or each location may be reported on a separate return (separate reporting).

**9. What signatures are required on the Master Business Application?**

Accept all applications whether there is a signature or not. Although most applications do not require a signature, we would like the application signed by an owner, corporate officer or a member/manager of an LLC.

**10. If the applicant needs or requests Industrial Insurance coverage, when will it be effective?**

Coverage becomes effective when the application is received and date stamped at any UBI agency or MLS partner office. The application must indicate that employees have been or will be hired.

Elective coverage's are effective at 12:01 a.m. on the day after the form is received, unless a later date is indicated. The date that is generated by a date stamp or fax machine "tattoo" is considered the received date.

**11. How does the applicant apply for elective coverage for industrial insurance (workers' compensation) on owners or other excluded employment?**

To apply for this coverage the applicant must complete and return an application for elective coverage to L&I. This coverage will be effective the day after the form is received and stamped by L&I.

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## Frequently Asked Questions UBI

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**1. What is a UBI number?**

The Unified Business Identifier is a 9-digit number issued at the time a business registers with the State. This number is used by participating state and city agencies to uniquely identify the business entity. Even if an agency uses their own account number to identify a business, the UBI can be used as a cross-reference.

**2. Which agencies participate in the UBI and Master License Service programs?**

The agencies participating in the UBI program are: Secretary of State, Corporations Division; Employment Security Department; Department of Labor & Industries; Department of Licensing; and Department of Revenue. The following links provide the most current list of participating city and state agencies in the Master License Service program,.

<http://www.dol.wa.gov/forms/700031.pdf>

<http://www.dol.wa.gov/business/citycounty.html>

**3. Am I required to have a UBI number?**

Yes. This number is issued at the time of registration of a business and all businesses operating in the state of Washington must be registered. See exceptions in Chapter 3: Accepting a Master Business Application - Policy.

**4. Is the UBI the number I use when corresponding with or submitting tax reports to state agencies?**

Yes, with agencies participating in the UBI and Master License Service programs. While each agency may issue agency-unique numbers in addition to the UBI number, all agencies are able to identify a specific business using the UBI number or their agency-unique number.

**5. Is the UBI number my "tax number", my "C number", or my "resale number"?**

Yes, if you are properly registered with the Department of Revenue.



**6. If I change my business structure, do I need to re-register and obtain a new UBI number?**

Yes. A UBI number represents only one entity, and a change in business structure creates a new entity. (For more information about business structure changes, see Chapter 1: UBI Number - Policy.)

**7. Will I receive a separate UBI number for each location of my business?**

No. However, you need to file a Master Business Application for each location. Even though you have multiple locations, you may report all locations together for tax reporting purposes

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## **Business Information Change Form POLICY**

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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**

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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.)**

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## Specialty License Addendum POLICY

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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**

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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**

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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

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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>

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## **Ordering Forms POLICY**

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

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## Ordering Forms PROCEDURE

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

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)**

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## MMLS Navigation

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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

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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- -
    
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## 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
        ARLINGTON VA 98223
_A
2        PETROCARD SYSTEMS, INC.      (800) 950-3835      A
_L
        9826 7TH AVE SE
        EVERETT WA 98204
_R
3        PETROCARD SYSTEMS, INC.      (800) 950-3835      A
_L
        19221 HIGH ROCK RD
        MONROE WA 98272
_P
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	Tot1 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



MASTER LICENSE SERVICE		
INQR	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	Exp. Date: 10 31 1994
	BOTHELL WA 98021	Total Shares authzd:
		Total Shares issued:
Firm Name :	APPLIANCE PARTS CO, INC.	
Loc:	14715 AURORA AVE N	Mail: 435 5TH AVE W
	SEATTLE WA 98133	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		

Screen 2 of Business Entity Inquiry will display:

- Location Status
- Ownership Type
- Owner Name
- Firm Name
- Endorsements (licenses or registrations)
- Endorsement Status
- Endorsement Origination Date
- Endorsement Expiration Date ( if applicable)

INQR	MASTER LICENSE SERVICE BUSINESS ENTITY INQUIRY
UBI: 178 097 122 001 0001 <span style="float: right;">Loc Status: A</span> Type: PROFIT CORPORATION	
Owner Name: APPLIANCE PARTS CO. Firm Name: APPLIANCE PARTS CO, INC. Page: 1	
Endorsements	Unit    Account #    Stat    Date    Expires
TAX REGISTRATION	A    03 22 1991
UNEMPLOYMENT INSURANCE	A    03 22 1991
INDUSTRIAL INSURANCE	A    03 22 1991
TRANSFER: _ End of Endorsement List <ENTER>PF1- -PF2- -PF3- -PF4- -PF5- -PF6- -PF7- -PF8- -PF9- -PF10- -PF11- -PF12- - <div style="display: flex; justify-content: space-between;"> <span>GLIST APLST LU6.2 SERV TRDU INQA</span> <span>INQR MMENU</span> </div>	

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## **Data Entry Rules for the Master License System**

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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.

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## Agency Required Data (ARD)

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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

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## Data Entry Error Definitions

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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).

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## UBI SYSTEM

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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 1701 - UBI Name Address Inquiry - General Information

In the initial 1701 screen there will be an indicator if the account has “General Information”. The indicator will be present in the lower left side of the screen: “For General Info—Press F6”.

Enter UBI # or NAME : _____		601 000
000		
Date (optional): _____	00 / 00 / 0000	
A B C CORPORATION		
Date	USER#	UBI General Info
10/00/2000	1169	CORP OFF: SMITH BRUCE E
= < 1701 > == < BI > ===== < UBI Name Address Inquiry > ===== < P >== < R101 > =		
F1-Enter	F6-Page Forward	SF6-Page Backward
	F2-UBI Inq	F8-Print Screen
		F12-Go to/Menu
		F10-Help

1. Press function key F6 to review information.

## 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
0010001       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
<b>A B C CORPORATION</b>		<b>CORPORATION EXCISE TAX</b>
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
<b>A B C CORPORATION</b>	
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.

<b>UBI News Detail</b>		<b>PAGE 1</b>
<b>Name:</b>	<b>SMITH, DENISE</b>	
<b>News Date:</b>	<b>08/18/2001</b>	<b>Expired Date: 12/31/2000</b>
<b>Agency:</b>	<b>DOR</b>	<b>Subject FEIN</b>
<p>Please review the memorandum of Understanding with the IRS, effective October 1, 1996.</p> <p><b>USE ONLY BLUE OR BLACK INK WHEN WRITING THE FEIN ON THE SS-4 FORM. ONLY ISSUE FOR COUNTER CUSTOMERS WITH MASTER BUSINESS APPLICATION</b></p> <p><b>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)</b></p> <p><b>STATE OF WASHINGTON IS ONLY AUTHORIZED TO ISSUE FEIN FOR:</b></p> <p>More news text at the next page</p>		
<p>==== &lt; 1705 &gt; == &lt; BI &gt; ===== &lt; UBI News Inquiry Detail &gt; ===== &lt; R104BI 2&gt; =</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

<b>ENTER PARTNER NAME(S)</b>	
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	
<b>GENERAL INFORMATION</b>	
_____	
_____	
<b>NO CHANGES TO THE FIRST NAME AND ADDRESS SCREEN</b>	
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.

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## FUNCTION KEY LABELS

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**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.

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## SCREEN DEFINITIONS

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### **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.

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## INTERNET SITE ADDRESSES

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**Unified Business Identifier (UBI) Policies & Procedures Manual:**  
<http://ubimanual.dor.wa.gov>

**Department of Licensing:** <http://www.dol.wa.gov/>

**Master Application:** <http://www.dol.wa.gov/forms/700028fillable.pdf>  
**Business License FAQs:** <http://www.dol.wa.gov/business/faq.html>  
**Operating a Business in WA:**  
<http://www.dol.wa.gov/business/operate.pdf>

**Department of Revenue:** <http://dor.wa.gov/>

**Revenue Electronic Filing:** <http://dor.wa.gov/>  
**Rules and Laws:**  
<http://dor.wa.gov/content/FindALawOrRule/Default.aspx>  
**Publications and Forms:**  
<http://dor.wa.gov/content/GetAFormOrPublication/>  
**Business Records Database Search:**  
<http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>

**Department of Labor and Industries:** <http://www.lni.wa.gov>

**L & I Electronic Filing:**  
<http://www.lni.wa.gov/claimsins/insurance/file/default.asp>  
**Contractor's Registration:**  
<http://www.lni.wa.gov/TradesLicensing/Contractors/default.asp>

**Employment Security Department:** <http://www.esd.wa.gov/>

**ESD Electronic Filing:**  
<https://fortress.wa.gov/esd/uia/uiwebtax/identifybus.aspx>  
**ESD Electronic Paying:** <https://fortress.wa.gov/esd/uia/epay/>

**Secretary of State Corporations Division:** <http://www.secstate.wa.gov/corps/>

**Corporations Search:** <http://www.secstate.wa.gov/corps/>

**Online Filing:** [http://www.secstate.wa.gov/corps/eforms\\_notice.aspx](http://www.secstate.wa.gov/corps/eforms_notice.aspx)

**FAQ's:** <http://www.secstate.wa.gov/corps/faq.aspx>

**Forms:** [http://www.secstate.wa.gov/corps/registration\\_forms.aspx](http://www.secstate.wa.gov/corps/registration_forms.aspx)

**Workplace Posters:** <http://www.lni.wa.gov/IPUB/101-054-000.pdf>

**IRS Forms and Publications:** <http://www.irs.gov/formspubs/index.html>

### **Internal Revenue Service (IRS)**

SS-4 Form (See Chapter 2): <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

SS-4 Instructions: <http://www.irs.gov/pub/irs-pdf/iss4.pdf> (Instructions)

**Postal Standards:** [www.usps.gov](http://www.usps.gov)

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## Confidentiality POLICY

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**Some** of the information contained on the Master Business Application and the Department of Revenue/Unified Business Identifier database is confidential. *This confidential information must not be released to the general public.*

- **Information from the UBI database that may be released to the general public:**

Information may be released if it is a matter of public record. The following items are public record:

Business (DBA or trade) name  
 Owner Name(s)  
 Business mailing address  
 Business location address  
 Registration (UBI) number  
 Information filed with Corporations Division, Office of the Secretary of State.

*Other information is confidential and may not be released.*

- **Additional information from their own databases that the UBI agencies release to the public:**

**Employment Security Department:** No information

**Labor and Industries:** account number, owner name, phone, address, business phone number, related business(es), percent of ownership, rates, risk classifications, experience factor and status of account.

**Search Link:** <https://fortress.wa.gov/lni/crpsi/>

**Department of Revenue:** SIC/NAICS codes, and opening and closing dates. (Note: DOR staff see BRMS screen 105: DOR Public Info Acct Inquiry.)

**Search Link:**

<http://www.dor.wa.gov/content/doingbusiness/registermybusiness/brd/>

**Master License Service:** business phone number, list of endorsements (licenses), endorsement expiration date, endorsement status code, and information filed with Corporations Division, Office of the Secretary of State.

**Search Link:** <https://fortress.wa.gov/dol/dolprod/bpdLicenseQuery/>

**Corporations Division, Office of the Secretary of State:** All information filed in that office.

**Search Link:** *<http://www.secstate.wa.gov/corps/>*

- **Information released to agencies involved in the UBI program:**

Other information may be exchanged between agencies based upon the interagency agreements.

- **Information released to other government agencies (local, state, or federal):**

Information may be released according to your agency's guidelines.

Reference:

ESD – RCW 50.13.020

LNI – RCW 51.16.070

DOR – RCW 82.32.330

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## Acronyms

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<b>AKA</b>	Also Known As
<b>ARD</b>	Agency Required Data
<b>BLS</b>	Business License Services
<b>DBA</b>	Doing Business As
<b>DOL</b>	Department of Licensing
<b>DOR</b>	Department of Revenue
<b>ESD</b>	Employment Security Department
<b>L&amp;I</b>	Labor and Industries
<b>LIS</b>	License Information Service
<b>LLC</b>	Limited Liability Company
<b>LLP</b>	Limited Liability Partnership
<b>LP</b>	Limited Partnership
<b>MA</b>	Master Business Application
<b>MBA</b>	Master Business Application
<b>MLS</b>	Master License Service
<b>OFM</b>	Office of Financial Management
<b>RFI</b>	Request for Information
<b>RFP</b>	Request for Payment
<b>SOS</b>	Secretary of State
<b>UBI</b>	Unified Business Identifier

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## UBI Definitions

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<b>Add License/ Registration</b>	An application received from an existing entity to add locations, new business or employment activities, or new licensed activities.
<b>Administrative Closure</b>	An account that has been placed in inactive status by the Department of Revenue due to its reporting history or other criteria as applicable. Accounts administratively closed by the Department of Revenue can be reactivated without payment of the registration fee for two years from the date of the closure notice. Administrative closures are identified in the General Information field on the Department of Revenue name and address record for each account.
<b>Administratively Dissolved</b>	The termination of corporate status by administrative action of the office of the Secretary of State following the failure of a domestic corporation to comply with one of the following statutory requirements:  <ol style="list-style-type: none"><li>1) Pay its corporate license fees when due.</li><li>2) Complete and file an Annual Report when due.</li><li>3) Maintain a Registered Agent in Washington for Service of Process.</li></ol>
<b>Agency Required Data (ARD)</b>	Information regarding registrations and license applications, which is electronically transmitted to agencies participating in the UBI program.
<b>Agency Unique</b>	Used by only one agency.
<b>Also Known As (AKA)</b>	See Trade Name
<b>Application for Registration</b>	Paperwork filed with the Corporations Division, Secretary of State to legally register a foreign limited liability company.

<b>Article of Incorporation</b>	Paperwork filed with the Secretary of State's Corporations Division, to legally register a domestic corporation.
<b>Association</b>	An unincorporated social, charitable, or community organization formed to accomplish a purpose that benefits the group or the public. An association can be either profit or non-profit.
<b>Assumed Name</b>	See Trade Name
<b>Branch Location</b>	A business location separate from that which was registered as the primary location. May or may not report separately to any agency depending on the business person's preference.
<b>Business Entity</b>	Any sole proprietor, partnership, corporation, limited partnership, limited liability company, limited liability partnership, or political subdivision of the state of Washington.
<b>Certificate of Authority</b>	Paperwork filed with the Secretary of State's Corporations Division, to legally register a foreign corporation.
<b>Certificate of Formation</b>	Paperwork filed with the Secretary of State's Corporations Division, to legally register a domestic limited liability company.
<b>Change Ownership</b>	To transfer all or part of business assets from one legal entity to another.
<b>Classification (Risk Classification)</b>	A numerical code or codes assigned to a business by the Department of Labor and Industries to identify the nature of the work being done and to determine the premium rate.
<b>Conditional Issue License</b>	A license that may only be issued with specific authorization.
<b>Corporate Reinstatement</b>	The action taken by the Secretary of State's office, that restores corporate status when a Washington corporation complies with statutory requirements. Compliance must take place within a five-year period (a three-year period for non-profit corporations) following



the date of Administrative Dissolution.

**Corporation**

A legal entity, which has the same right as a person, separate from its members or stockholders. It can hold property, create debts, sue and be sued.

**Doing Business As (DBA)**

See Trade Name

**Domestic**

- 1) In reference to a corporation, limited liability company or limited liability partnership, an entity originally organized and registered within the state of Washington.
- 2) In reference to an employee, anyone who is hired to work in or around the employer's personal residence, or anyone hired to work in or around the club rooms or house of a local college club or local chapter of a college fraternity or sorority.

**Domestic Employer**

Anyone who hires domestics. Domestic employers must complete a Master Business Application to register with the Employment Security Department if they employ one or more persons in domestic service. Under certain circumstances, they must also register with the Department of Labor & Industries.

**Endorsement**

Any license appearing on the Licenses and Registrations document is referred to as an endorsement to the document.

**Estate**

Includes all property, debts and claims of rights left by a deceased person.

**Fictitious Name**

See Trade Name

**Firm Name**

See Trade Name

**Foreign**

In reference to a corporation, limited liability company or limited liability partnership, an entity originally organized and registered outside the state of Washington.

<b>Franchise</b>	The right granted to a person or business to market a product or provide a service.
<b>Franchisee</b>	A person or business that has been granted a franchise.
<b>Franchisor</b>	A company or manufacturer that grants franchises.
<b>Help Desk</b>	An information resource located at each participating agency and available to other participating agencies.
<b>Immediate Issue License</b>	A license that may be issued without specific authorization.
<b>Individual</b>	A license granted to a person to indicate that he/she may engage in certain regulated professional activities (e.g. doctor, cosmetologist). An individual license is granted to the person, and is not connected to the business owned by the individual, or to the business that may employ the individual.
<b>Informational ARD</b>	Agency Required Data (ARD) electronically transmitted to participating UBI agencies to alert the agency to application information without indicating any registration or license has been granted.
<b>Joint Venture</b>	A business entity formed for a limited length of time to carry out a single business transaction or series of transactions or operations.
<b>Leasing Company</b>	A company that contracts with another company to supply permanent employees and assume some of the responsibilities of being an employer. The leasing company may be responsible for payroll, filing tax returns related to employment and administering employee benefits.
<b>License</b>	An authorization to engage in some activity regulated by statute, which may require periodic renewal.
<b>License/Register New Business</b>	A business entity's legal obligation before doing business in the state; registers business with taxing agencies and grants the business the right to undertake regulated business activities.

<b>Limited Liability Company</b>	A business entity that is a hybrid between a partnership and a corporation that combines the operational flexibility of a partnership with the limited liability protection associated with limited partnerships and corporations.
<b>Limited Liability Partnership</b>	A new business entity type created during the 1995 legislative session. Details regarding this entity type will be available at a later date.
<b>Limited Partnership</b>	A business or investment entity composed of one or more general partners and one or more limited partners. Limited partnerships must file organizing documents with the Office of the Secretary of State. The general partners manage the limited partnership. Liability of the limited partners extends only to the amount of their investment.
<b>Master Business Application</b>	A consolidated registration and licensing form used by all participating agencies.
<b>Merger</b>	The union of two or more corporations. Only one corporation continues on as the survivor.
<b>Monopolistic State</b>	A state in which industrial insurance can be purchased only from the state government, not from private insurance companies.
<b>Non-Profit Corporation</b>	A corporate legal entity, which acts as a person separate from its members. No part of the income of a non-profit corporation can be distributed to its members and no non-profit (other than a miscellaneous and mutual) can issue shares of stock.
<b>One-Stop Registration</b>	A method by which a business person may, in most cases, obtain registrations and licenses for his/her business by completing one application (Master Business Application) and making one payment. A single identifying number, the Unified Business Identifier (UBI), is provided to the business owner. A Licenses and Registrations document is issued, showing all registrations and licenses granted.

<b>Open Date</b>	The date that a firm became active; may not be the same as the date of application for registration.
<b>Open New Location</b>	A new business location separate from that which was registered as the primary location.
<b>Other Organization</b>	A legal entity other than a sole proprietorship, partnership, or corporation. See Association.
<b>Participating Agency</b>	A state agency that is involved in UBI one-stop registration.
<b>Partnership</b>	A business jointly owned by two or more individuals each of whom are liable for the debts of the partnership.
<b>Political Subdivisions</b>	An independent legal entity, governed by elected officials, which exists to perform a governmental function.
<b>Prior Ownership</b>	The previous owner/operator of a business.
<b>Proprietorship</b>	A business that is owned directly by an individual or a marital community. A marital community is recognized as a sole proprietorship unless legal papers have been drawn up to form a partnership.
<b>Receipt (UBI)</b>	The control document for the handling of all cash collected over the counter for UBI purposes.
<b>Registrations and Licenses Document</b>	A document verifying issuance of one or more registrations or licenses.
<b>Registered Agent</b>	An individual or corporation in good standing on the Secretary of State's records that is appointed and consents to act as a representative of a corporation for renewal mailings and in the event of service of process.
<b>Registration</b>	Notification to an agency that an organization intends to engage in an activity regulated by statute; in most cases, need not be renewed as long as the organization remains active.

<b>Resale Certificate</b>	A form kept by a business person (usually a wholesale dealer) who makes retail sales to others. It includes the business person's name, address, tax registration number (UBI), and a statement that the proposed use of the articles being purchased is in accordance with the law. These forms are available at most stationary stores.
<b>Revocation of Certificate of Authority</b>	The cancellation by the Secretary of State' office of a foreign (i.e. out-of-state) corporation's authority to do business in Washington following the failure of the corporation to comply with one of the following statutory requirements: <ol style="list-style-type: none"> <li>1) Pay its corporate license fees when due.</li> <li>2) Complete and file an Annual Report when due.</li> <li>3) Maintain a Registered Agent in Washington for Service of Process.</li> </ol>
<b>Risk Classification</b>	See Classification.
<b>Seasonal Business</b>	Any person who engages in a business activities that are seasonal in nature, such as operating a fireworks or Christmas tree stand. They may engage in taxable business activity one or two quarters per year.
<b>Separate (Branch) Reporting Account</b>	A separate, or branch, account established by an agency to accommodate a business person's reporting preference.
<b>Service of Process</b>	Notification of a legal action against an individual or business entity. In the case of a corporation, the notice (writ) is normally delivered to the registered agent.
<b>Specialty License</b>	Licenses that renew through Master License Service, usually annually. They may require additional forms with the application.
<b>Tangible Personal Property</b>	Any article, such as fixtures, office supplies, equipment or furniture used or consumed by a person within the state.
<b>Tax Warrant</b>	A combined assessment of unpaid taxes, penalties and interest which becomes a legal judgment.
<b>Temporary Business</b>	Any person who engages in business activity no more than two times each year with each period of activity lasting no more than one month, or whose business

has seasonal dates of operation lasting no longer than three months.

<b>Tenants-In-Common (Joint Tenancy)</b>	A legal entity formed (documentation upon registration required) by two or more persons to occupy the same business location or operate the same business, while retaining their separate identities in regard to any assets or liabilities resulting from activities associated with the tenancy in common.
<b>Trade Name</b>	A name, other than the full legal name of the owner or owners, used to identify a business entity (an assumed business name).
<b>Transmittal (UBI)</b>	The form used to detail transactions, which accompanies all documents received for UBI purposes for submission to the Department of Licensing.
<b>Trust Accounts</b>	Any unincorporated entity that holds property and is managed by trustees for the beneficiaries.
<b>Unified Business Identifier (UBI)</b>	A common numbering system used by all participating agencies to identify a firm or organization registered or licensed with one or more agencies.
<b>Use Tax</b>	The tax assessed on tangible personal property on which no Washington State sales tax has been paid.
<b>Wholly Owned Subsidiary</b>	A separate corporation where 100% of the voting stock is owned by the parent company.
<b>Withhold and Deliver (Notice and Order to)</b>	A legal document attaching assets of clients to effect collection of taxes owed to an agency of state government.

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