



State of Washington  
 Business Licensing Service  
 PO Box 9034  
 Olympia WA 98507-9034  
 Telephone: 1-800-451-7985  
 business.wa.gov/BLS



For Validation - Office Use Only



## Business License Application

**For faster service apply online at business.wa.gov/BLS**  
 Online applications are typically processed within ten business days.  
 It may take up to three weeks if you file by paper.

Legal Entity/Owner Name

Unified Business Identifier (UBI)

Federal Employer Identification Number (FEIN)

### 1. Purpose of Application

Please check all boxes that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Open/Reopen Business<br><i>complete sections 2, 3, 4, (5 if hiring employees) and 6</i>                       | <input type="checkbox"/> Add Endorsement/Registration to Existing Location<br><i>complete sections 2, 3, 4, and 6</i>   |
| <input type="checkbox"/> Open Additional Location<br><i>complete sections 2, 3, 4, (5 if hiring employees) and 6</i>                   | <input type="checkbox"/> Business Has or Will Have Employees<br><i>complete all sections</i>  |
| <input type="checkbox"/> Change Ownership<br><i>complete sections 2, 3, 4, (5 if you have employees) and 6</i>                         | <input type="checkbox"/> Business Has or Will Have Employees Under Age 18<br><i>complete all sections (If this business location has an active Workers' Compensation account with L&amp;I, and there were no business changes since the last Business License Application was filed, complete only sections 2, 3a, 3c, 3d, [and 3f for sole proprietors], 5c, and 6.)</i> |
| <input type="checkbox"/> Register Trade Name<br><i>complete sections 2, 3, 4 and 6</i>   | <input type="checkbox"/> Hire Persons to Work In or Around Your Home<br><i>complete all sections</i>  |
| <input type="checkbox"/> Change Trade Name - <i>complete sections 2, 3, 4 and 6</i><br>Name(s) to be <b>cancelled</b> : _____<br>_____ | <input type="checkbox"/> Other - <i>complete all</i>  |
| <input type="checkbox"/> Change Location - <i>complete sections 2, 3, 4 and 6</i><br>Old address to be closed: _____                   |   |

### 2. Endorsements and Fees

Use the Endorsement Fee Sheet for the information needed to complete this list.

Mark Registrations Needed:	Fees Due
<input type="checkbox"/> Tax Registration (State Dept. of Revenue) – Do you want a separate tax return for each business? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>No Fee</b>
<input type="checkbox"/> Industrial Insurance (Workers' Compensation) – <i>Required if you will have employees.</i>	<b>No Fee</b>
<input type="checkbox"/> Unemployment Insurance – <i>Required if you will have employees.</i>	<b>No Fee</b>
<input type="checkbox"/> Minor Work Permit – <i>Required if you will have employees under age 18.</i>	<b>No Fee</b>
<input type="checkbox"/> New Trade Name (Doing Business As):	<b>\$ 5.00</b>
<b>List Additional Trade Names (\$5 each name) or Other Endorsements (such as Lottery Retailer):</b>	
➤	\$
➤	\$
➤	\$
➤	\$
➤	\$

Enclose check for **total amount due**, including the non-refundable Processing Fee, which MUST be submitted with this form.

**Processing Fee** \$ **19.00**

**Total Amount Due** \$

**Make check payable to the Department of Revenue.**

To receive this document in an alternate format, please call 1-800-451-7985. Teletype (TTY) users may use the Washington Relay Service by calling 711.





