

# REGISTERING YOUR BUSINESS IN WASHINGTON STATE



**1.**

## SECRETARY OF STATE

If you plan to open an LLC, Corporation, Partnership or Nonprofit you need to register with the SOS. Once this is complete you will receive your WA UBI number (unified business identifier). You will need this for step 3.

Website: <https://ccfs.sos.wa.gov/#/>  
Price: \$200 (Nonprofit \$30)

**2.**

## FEDERAL EIN

An EIN is as important for your company as a Social Security number is in your personal life. You will use your EIN when opening a business bank account, on W9s and business tax returns.

Website: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>  
Price: FREE

**3.**

## WA BUSINESS LICENSE

You will need your UBI supplied by the SOS. Then you will need to create or log into an existing SAW account to apply for your license. Depending on your location you may need a City License. Some cities are a add on to your WA BL some need to be done separately.

Website: <https://dor.wa.gov/open-business/apply-business-license>  
Price: \$90 (city fees vary)

**4.**

## BLS & DOR ACCESS

This is the most over looked part of the process. After applying for your business license you will receive 2 letters IN THE MAIL that have a letter ID on them, one from BLS and one from DOR. You will need these to add access to these agencies to your SAW account.

Website: <https://secureaccess.wa.gov/myAccess/saw/select.do>

**5.**

## BANK ACCOUNT & INSURANCE

Next open a business bank account. Things to think about are fees associated with the account and external user access.

You will also need business insurance. Talk to a professional about your specific needs.

**6.**

## OTHER

Other items you may need depending on your specific business:

Resellers Permit, Professional License, Contractors License, Labor & Industries, Employment Security Department.

**YOU SHOULD NOT PAY FOR ANYTHING ELSE THAN WHAT IS LISTED ABOVE!!**

**You WILL receive a lot of spam mail that looks legit!!**

Still confused and don't know how to proceed? We can do it all for you!  
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