DETACH BEFORE POSTING



# **IMPORTANT!**

## PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE POSTING THIS LICENSE

### **General Information**

- Post this Business License in a visible location at your place of business.
- If you were issued a Business License previously, destroy the old one and post this one in its place.
- All endorsements should be renewed by the expiration date that appears on the front of this license to avoid any late fees that may apply.

If there is no expiration date, the endorsements remain active as long as you continue required reporting (see Endorsements).

• Login to **My DOR** at <u>business.wa.gov/BLS</u> if you need to make changes to your business name, location, mailing address, telephone number, or business ownership.

Telephone: (360) 705-6741

#### Endorsements

Although tax registration, unemployment, and industrial insurance endorsements appear on your Business License, the registration with the agencies that govern these endorsements is not complete until they have established an account for your business.

Each registering agency requires you to submit periodic reports. Each agency will send you the necessary reporting forms and instructions.

# Corporations, limited liability companies, etc.

You must submit a Business License Application and file with the Corporations Division of the Secretary of State before you can legally operate as a corporation, limited liability company, or other business organization type that requires registration. If you have any questions, call (360) 725-0377.

For assistance or to request this document in an alternate format, visit http://business.wa.gov/BLS or call (360) 705-6741. Teletype (TTY) users may use the Washington Relay Service by calling 711.

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