



# License & Tax Administration

700 5th Avenue, Suite 4250  
P.O. Box 34214  
Seattle, Washington 98124-4214  
(206) 684-8484 fax (206) 684-5170

[www.seattle.gov/fas/](http://www.seattle.gov/fas/) email address [tax@seattle.gov](mailto:tax@seattle.gov)

FOR OFFICE USE ONLY	
CUSTOMER Number	_____
OBL NR _____	AMT _____
OBL NR _____	AMT _____
OBL NR _____	AMT _____

## Application for Business License Tax Certificate - 2018 Rates

**Complete all required fields, compute appropriate license fees owed and make check payable to City of Seattle. The license is for the calendar year, January through December. The Seattle business license tax certificate expires December 31. For a business that opens July 1 or thereafter a half-year fee will be charged.**

### PLEASE PRINT OR TYPE - COMPLETE BOTH SIDES OF THE APPLICATION

Your business will be assigned a City of Seattle CUSTOMER NUMBER. Refer to the Customer Number in any future correspondence relating to your license. Let us know if you have previously registered. The account will be deemed a reinstatement ONLY if it has been closed for at least 12 months.

Please provide the information in the first section if it is available. ID numbers are not required to submit this application.

State of Washington UBI # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ FEIN \_\_\_\_\_  
UBI (9 numbers) Business ID (3 numbers) Location ID (4 numbers)

State of Washington Contractor # \_\_\_\_\_ NAICS Code \_\_\_\_\_ (office use only)

Email Contact \_\_\_\_\_ Website Address \_\_\_\_\_

### PLEASE COMPLETE ALL SECTIONS BELOW and the REVERSE SIDE OF THIS FORM PROVIDING the BUSINESS INFORMATION

Has your business previously registered with Seattle?  YES  NO

**TYPE OF BUSINESS** (Check ONE)  Sole Proprietor  Corporation  Partnership  LLC  Other \_\_\_\_\_

Is the business a non-profit organization?  Yes  No (Non-profit organizations are required to be licensed and file tax returns as all other businesses.)

**LEGAL NAME OF BUSINESS ENTITY** \_\_\_\_\_  
(If a sole proprietorship, please list your legal name, last name first, and include any middle initial.)

**TRADE NAME** or dba (doing business as) \_\_\_\_\_

WHAT IS THE **STARTING DATE OF BUSINESS IN SEATTLE?** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**If the business was operating in Seattle before the current year, prior years' license fees, taxes, penalties and interest may be due.**

**Zoning Limitations** - obtaining this certificate does not authorize the holder to conduct business in violation of any zoning ordinance.

The location of your business should be indicated below. You must list a physical address (a post office box or mail drop is not considered a physical address).

**PHYSICAL BUSINESS LOCATION:** \_\_\_\_\_  
Address City State Zip

IS THIS LOCATION BEING ADDED AS A BRANCH ONLY TO AN EXISTING LICENSE? Yes  No

Mailing address for LICENSE & RENEWAL: \_\_\_\_\_  
 SAME AS ABOVE Address City State Zip

Mailing address for TAX FORMS: \_\_\_\_\_  
 SAME AS ABOVE Address City State Zip

BUSINESS PHONE: \_\_\_\_\_ - \_\_\_\_\_ CELLULAR PHONE \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_

**LIST OTHER BUSINESS LOCATIONS IN SEATTLE** - Each BRANCH LICENSE FEE is \$10.00 per year (attach a separate sheet, if needed).

TRADE NAME	ADDRESS	SEATTLE ZIP CODE	TELEPHONE	"Separate" tax reporting status?
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE COMPLETE THE BACK SIDE OF THE APPLICATION - ALL INFORMATION AND A SIGNATURE IS REQUIRED TO PROCESS

# CITY OF SEATTLE APPLICATION FOR BUSINESS LICENSE TAX CERTIFICATE - Page 2

**NATURE OF BUSINESS:** Check all that apply and provide detail below. This information should be as detailed as possible.

- Manufacturing-Extracting  
  Printing & Publishing  
  Tour Operator  
  Wholesale  
  Retail  
  Service  
  Transportation  
  Short-Term Rental  
 Gambling Activity  
  Utility Services  
  Charging Admission for Events/Shows  
  Distributing Sweetened Beverage Syrups/Concentrates  
  Other

DOES YOUR BUSINESS OWN OR OPERATE PRICE SCANNING EQUIPMENT?       YES     NO

DESCRIBE IN DETAIL THE PRINCIPAL PRODUCT(S) OR SERVICE(S) RENDERED: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: Additional licenses or endorsements may be required depending on the business activity - please see instruction sheet under regulatory licenses.**

**NAME(S) OF SOLE PROPRIETOR, PARTNERS, CORPORATE OFFICERS, AND RESIDENT AGENTS:** List true name(s), residence address, telephone number and date of birth of the sole proprietor or all partners or corporate officers/directors and their titles (attach a separate sheet, if needed).

NAME AND TITLE	RESIDENCE ADDRESS	CITY, STATE, ZIP	TELEPHONE	DATE OF BIRTH

**TAX REPORTING STATUS -** Seattle BUSINESS LICENSE TAX FORMS must be filed by every business, EVEN IF NO TAX IS DUE.

Based on the taxable revenue for your business as described below, please check one of the following reporting frequencies:

- QUARTERLY** - Estimated ANNUAL taxable revenue is expected to be \$150,000 or more.  
 **ANNUAL** - Estimated ANNUAL taxable revenue is expected to be less than \$150,000.

A Business granted ANNUAL reporting status by License & Tax Administration must file a *combined* tax return if there is more than one location. If applicable, tax forms are mailed to the last known address - failure to receive the form does not preclude the requirements to file timely.

IF YOU PURCHASED THIS BUSINESS, DID YOU TAKE OVER       THE ENTIRE BUSINESS       ONLY A PORTION

FORMER OWNER'S NAME	CURRENT ADDRESS	CITY, STATE, ZIP	TELEPHONE	CUSTOMER NUMBER

## A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION

As applicant, I \_\_\_\_\_, certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. All information given is subject to verification with State of Washington, Department of Revenue.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE PRINT your NAME \_\_\_\_\_ TITLE \_\_\_\_\_

Select appropriate fee based on estimated Seattle TAXABLE revenue:	FOR OFFICE USE ONLY
Taxable revenue will be LESS than \$20,000	\$55.00
Taxable revenue will be \$20,000 to \$499,999	\$110.00
Taxable revenue will be \$500,000 to \$1,999,999	\$480.00
Taxable revenue will be \$2,000,000 to \$4,999,999	\$1,000.00
Taxable revenue will be \$5,000,000 or greater	\$2,000.00
<p><b>For start date prior to 2017:</b> calculate fees at \$110 for the years 2015 and 2016 (\$55 if gross less than \$20,000); \$90 for years prior (\$45 if gross less than \$20,000)</p> <p><b>IMPORTANT! If start date is July 1 or later: Pay only half of the first year's fee</b></p> <p style="padding-left: 40px;">Additional Seattle Locations _____ X \$10.00 = \$ _____</p>	
<b>TOTAL DUE</b> .....	\$ _____
	Processed by _____ Tax Forms Mailed _____ Enforcement _____ License # Issued _____