



BUSINESS LICENSE INFORMATION

WASHINGTON STATE AGENCIES: (Toll Free Numbers for Washington State Only)

- State Department of Revenue----- (206) 956-3002
2101 4th Ave, Suite #1400 (Hours: 8-5). State Master Business License (UBI #/State Tax I.D. #, Wholesale #) - **EVERY BUSINESS IN THE STATE MUST REGISTER WITH THE WASHINGTON STATE DEPARTMENT OF REVENUE**, regarding the State Business & Occupation Tax, Retail Sales Tax, & the Use Tax. Free class for small businesses.

- State Department of Licensing----- (360) 664-1400
405 Black Lake Boulevard West, Olympia, 98504-8006. State of Washington Professional Licensing i.e.: Doctors, Nurses, Massage and Clinical Therapists, Used Car Dealers, Day Care Centers, etc,

- Department of Labor & Industries, Industrial Insurance Division----- (206) 281-5475
300 West Harrison, Seattle. If you have employees, contact this agency regarding Worker's Compensation.

- Work Source of North Seattle----- Job Servicing Center: *(for hiring purposes)* (206) 440-2500
If you hire employees, you must register with this agency regarding Employees' Wage Reports and the payment of Unemployment Insurance Tax.

- Secretary of State (To Incorporate)----- (360) 753-7115

- State Department of Trade & Economic Development----- 1-800-237-1233
Business Assistance Center Hotline- Olympia *(free booklet)*

- Department of Labor & Industries, Seattle office----- (206) 281-5400----- TOLL FREE: 1-800-647-0982
300 W Harrison St. / Seattle. This agency registers contractors.

- State Information Line----- TOLL FREE: 1-800-321-2808

HEALTH DEPARTMENT

- Seattle/King County Health Department----- (206) 296-4632
North Shore. If you will be dealing in food or drink, it is essential that you contact the Health Department regarding City Sanitation Codes, Food Workers' Permits, etc.

FEDERAL:

- Internal Revenue Service ----- (206) 220-5776----- TOLL FREE: 1-800-829-1040
(Federal Tax ID Number for businesses 91-#) 915 2nd Avenue, (2nd & Marion). Contact this Federal agency regarding Income Tax Withholding Tables and other information on Withholding and Social Security Taxes.

- **Social Security Administration** -----(206) 553-7279-----TOLL FREE: 1-800-772-1213
(Area Office) 13510 Aurora Ave N, Suite B, Seattle, WA. 98133-----TTY: 1-800-325-0778
WEB: www.ssa.gov

- **Small Business Information Center**----- (206) 553-7311
1200 6th Avenue, Suite 1700 (**Free Packet of Information for Small Businesses**)

- **Import/Export**, U.S. Customs 1000-2nd Ave., #2100, Seattle 98104 (hours: 8:00-4:30)
Cargo----- (206) 533-4406
Import----- (206) 533-1581
Export----- (206) 533-1589

KING COUNTY-

- **King County Business Licensing Information Line**----- (206) 296-3504

- **Personal Property Assessment**----- (206) 296-3914
500 4th Avenue, Room 807. Businesses operating in King County are required to list their non-exempt business assets with the King County Assessor.

OTHER SERVICES & ADVICE:

- Shoreline Chamber of Commerce----- (206) 361-2260
- Small Business Development Center (South Seattle Community College)----- (206) 768-6855
- State Office of Minority - Women's Business Enterprises----- (360) 753-9693
- Better Business Bureau (Seattle) ----- (206) 431-2222
- Washington State Attorney General's Office----- (206) 464-7744
- Business Recycling (Shoreline)----- (206) 546-1700

Rev 2/20/02