



How to Start a Business in Washington Checklist

1. Form your business.

1.1. Review Washington formation options.

There are seven ways of forming your business in Washington. Choose the one that suits your business best.

1.2. Name your business.

After verifying that your desired name does not already exist, register your business name with the Secretary of State.

1.3. Get an Employer Identification Number.

Apply for an Employer Identification Number with the IRS.

1.4. Register your business in Washington.

Sole proprietorships and general partners do not need to file with the state. LLCs and corporations must file certificates of formation with online.

1.5. Obtain necessary permits and licenses.

Check the Washington State Department of Licensing to see if your business requires any licenses. If so, apply for them online.

2. Register your business for taxes.

2.1. Register for with the Department of Revenue.

File a Business License Application with the Department of Revenue if you meet the requirements.

2.2. Determine your B&O tax rate.

Find out what your B&O tax rate is and whether any local B&O taxes apply to you.

2.3. Excise tax returns.

Find out if you need to pay excise taxes. If so, use online forms or e-filing.

2.4. Pay property tax.

Have a county assessor complete a property appraisal and pay property tax to your county treasurer.

3. Hire employees and report them to the state.

3.1. Use Secure Access Washington (SAW) to report new employees.

Log in to your Secure DSHS Online account to report newly hired employees or use the form to report via fax, mail, or telephone.

3.2. Obtain Workers' Compensation Insurance.

Apply for workers' compensation by filing a business application with the Department of Revenue.

3.3. Display mandatory posters in your place of business.

Ensure that all three posters are visible in your place of work to inform employees of their rights and responsibilities.