



Starting a business can be a daunting task. Where should you start? What do you need to file? Who do you register with? Below are some of the main tasks you need to do to start a business in Washington state. This is not a comprehensive list, you may need to do more but this will get you started. As always consult with professionals for your specific business needs.

PICK YOUR NAME. YOU NEED TO CHOOSE THE NAME OF YOUR BUSINESS. YOU ALSO NEED MAKE SURE IT IS NOT ALREADY TAKEN WITH NOT ONLY THE STATE BUT WITH THE USPTO.

CHOOSE YOUR BUSINESS ENTITY. ARE YOU GOING TO BE A SOLE PRACTITIONER? LLC? PARTNERSHIP?

REGISTER WITH THE SECRETARY OF STATE. ONCE YOU HAVE YOUR NAME AND KNOW THE ENTITY YOU WANT YOU NEED TO REGISTER YOUR BUSINESS WITH THE SOS. THIS GETS YOU YOUR UBI NUMBER AND CERTIFICATE OF FORMATION.

REGISTER WITH THE DEPARTMENT OF REVENUE. YOU HAVE TO PAY YOUR BUSINESS TAXES. YOU WILL NEED AN ACCOUNT WITH THE DOR. TALK TO YOUR ACCOUNTANT ABOUT TAXES. HERE YOU WILL ALSO NEED TO REGISTER FOR YOUR BUSINESS LICENSE. YOU WILL NEED YOUR UBI NUMBER.

GET YOUR CITY LICENSE. IN WA YOU NEED A BUSINESS LICENSE FOR THE CITY OR CITIES YOU DO BUSINESS IN.

GET YOUR EIN. CONSULT WITH YOUR ACCOUNTANT AS WHETHER YOU NEED AN EIN. IF SO YOU WILL NEED TO REGISTER WITH THE IRS TO GET IT.

SETUP A BANK ACCOUNT. DEPENDING ON YOUR BUSINESS YOU SHOULD HAVE A BUSINESS BANK ACCOUNT.

HIRE EMPLOYEES. IF YOU ARE PLANNING TO HIRE EMPLOYEES YOU WILL NEED TO DO SOME WORK, INCLUDING REGISTERING WITH THE DEPARTMENT OF LABOR AND INDUSTRIES, DEPARTMENT OF SOCIAL AND HEALTH SERVICES, AND GET YOUR MASTER BUSINESS LICENSE.