



## How to Start a Business in Washington (Checklist)

1. **Form a Business Entity** \_\_\_
  - a. Choose to create an LLC, partnership, or corporation \_\_\_
  - b. Get advice from an attorney \_\_\_
  - c. File legal documents \_\_\_
  
2. **Register with the Secretary of State and Business License Service** \_\_\_
  - a. Decide on a business name \_\_\_
  - b. File a Certificate of Formation with the Secretary of State \_\_\_
  - c. Pay the registration fee (\$200.00) \_\_\_
  - d. Apply for a Washington Business License UNI number \_\_\_
  
3. **Get an Employer Identification Number** \_\_\_
  - a. Apply for an EIN at irs.gov \_\_\_
  - b. Record EIN for future use \_\_\_
  
4. **Open a Bank Account** \_\_\_
  - a. Meet with local bank representatives and explain your business \_\_\_
  - b. Choose a bank and provide them with information \_\_\_
    - i. Fill out bank application \_\_\_
    - ii. List authorized account representatives and contact information \_\_\_
    - iii. Choose banking products that best suit your needs \_\_\_
  
5. **Hire Employees and Report them to the State** \_\_\_
  - a. Write a job description \_\_\_
  - b. Post on a job board \_\_\_
  - c. Review applications and resumes \_\_\_
  - d. Interview candidates \_\_\_
  - e. Check references \_\_\_
  - f. Send a job offer \_\_\_
  - g. File a Business License Application \_\_\_
  - h. Report new employees to the Washington Department of Social and Health Services \_\_\_
  
6. **Obtain Applicable State Licenses and Endorsements** \_\_\_
  - a. Search for applicable permits at bls.dor.wa.gov \_\_\_
  - b. Complete online applications \_\_\_
  - c. Once approved, keep copies of your endorsements \_\_\_
  
7. **Purchase Insurance** \_\_\_
  - a. Find a broker or insurance provider \_\_\_
  - b. Determine what kind of insurance you need \_\_\_

c. Select coverage options and purchase a policy \_\_\_