

Start a Business in Washington State Check List



ITEM

COMPLETED

1. Choose a Legal Structure:

The most common types of legal structures are Sole Proprietors, Partnerships, Limited Liability Companies, Corporations, and Non-Profit Organizations.

- a. - You will also need to choose a Business Name and register a domain name for your website. If you are registering an LLC, Corporation, or Non-Profit Organization complete a business search on the Washington Secretary of State site to ensure the name is available to register <https://www.sos.wa.gov/corps/>

2. Register your Legal Structure with the Washington Secretary of State:

<https://cfs.sos.wa.gov/#/> (If you choose a Sole Proprietorship or Partnership you can skip this step).

3. Obtain an EIN from the Internal Revenue Service (EIN):

at <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers> (If you are a Sole Proprietor or Single Member LLC and do not plan on hiring an employee, you can use your social security in place of an EIN).

4. Get your State and City Business Licenses at the Department of Revenue:

<https://dor.wa.gov/open-business/apply-business-license>

5. Obtain any other Additional Required Licenses for your Industry:

many businesses require additional licenses including those that sell alcohol, are reselling, are massage therapist, are general contractors etc. etc. use the Department of Revenue licensing wizard to determine if you need additional licenses
https://secure.dor.wa.gov/gteunauth/_/

6. Open a Business Bank Account:

Most banks have a commercial banking department you can work with. You will need to provide proof of business licenses.

7. Obtain Business Insurance:

Most businesses will need some type of liability insurance. You can also get business interruption insurance to protect your business. Most insurance companies have commercial insurance departments you can contact.