

FIRST YEAR OF BUSINESS

► TRACKING LIST

DATE DONE	WHAT	WHO	WEBSITE/CONTACT	LICENSE OR ACCOUNT #
	Apply for WA Therapist License	WA Dept of Health	https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/CertifiedCounselor/ApplyOnline	
	Register for WA Sate Business License (BLS)	WA State	http://bls.dor.wa.gov/file.aspx	
	Register for your City Business License	Seattle or Your City	seattle.gov/licenses/get-a-business-license	
	Apply for a Federal EIN (tax ID)	US Government	https://sa.www4.irs.gov/modiein/individual/index.jsp	
	Apply for NPI number	US Government	https://nppes.cms.hhs.gov/#/	
	Apply for PLLC	WA State	https://www.sos.wa.gov/corps/limitedliabilitycompaniesllconlineandpaperregistrations.aspx	
	Set Up a HIPAA compliant Telephone & Fax Service *	Independent Businesses		
	Set Up Your Website *	Independent Businesses		
	Set Up a Business Checking & Savings Account	Independent Businesses		

FIRST YEAR OF BUSINESS

► TRACKING LIST

DONE	WHAT	WHO	WEBSITE/CONTACT	LICENSE OR ACCOUNT #
	Secure your Lease for Your Office	Independent Businesses		
	Apply for Rental's Insurance (office space) *	Independent Businesses		
	Select your Client Management Software Program *	Independent Businesses		
	Apply for Malpractice Insurance*	Independent Businesses		

* Check out STC website for a list of options in this category