

How to Set Up A Service Business in Seattle: Too Legit!

Taxes and Licensing

Beta Version

for: **Limited Liability Company (LLC) with no Sales Tax**

1. Get Prepared

- Decide on a Bank or Credit Union - it's required to have a separate account
- Use worksheet to prepare for licensing - on the back

2. Apply for the LLC *About \$200*

With the Secretary of State of Washington: sos.wa.gov/corps/

3. Get a state business license *About \$19 + \$5 per DBA*

With the WA State Business Licensing Service (BLS): bls.dor.wa.gov

4. Get a city business license *About \$110 (\$55 if you plan to earn under \$20K)*

With the City of Seattle: seattle.gov/licenses/get-a-business-license

5. File a New Business Set-Up form - For "personal property tax"

With the King County Assessor: call 206.296.5126

6. Set Up Business Accounts - Checking and Savings




- Take your LLC proof and the preparation worksheet
- Use your SSN - You do not need an EIN (*Employer Identification Number*)

7. Prepare for tax reporting





At the end of the year, you'll need these figures:

- total income
- total expenses
- mileage







Set Up Recordkeeping Tools

-  Create places for all receipts for expenses and for bank statements
-  Create a record for all of your income (ie. notebook, spreadsheet, collect invoices)
-  Set up mileage tracking: notebook in car, or mileage with income record

Habits to Start Now

-  Use your business account for all business transactions
-  Deposit all income and payments into your business checking
-  Always transfer 20% into savings, immediately
-  Print your bank statement each month - put them in the same place

8. Requirements: Put on your calendar

-  Renew City of Seattle business license - by December 31st
-  File City of Seattle B&O Tax - January 31st
-  File WA State Taxes - by January 31st
-  File Federal Taxes - by April 15th
-  Make Report to King County - by April 30th
-  Renew LLC on its anniversary

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Preparation Worksheet

For setting up a Service Business in Seattle, LLC & No Sales Tax

Your Industry / Field <i>Ex: Massage Therapist</i>		
Basic description <i>1 phrase - 2 sentences</i>		
Business Entity <i>(SP or LLC)</i>	Limited Liability Company	
Business Name (Legal)		
DBAs		
<i>"Doing Business As"</i>		
<i>Other names to use</i>		
3+ Alternate Legal Names <i>(For LLC application)</i>		
NAICS Code		Look up at: naics.com
Estimated Annual Revenue	\$	
Start Date		
Location		
Other cities or counties?		
Bank to be used		

As you fill out applications, collect notes here:

UBI		
City of Seattle - SELF	user id	
	password	
WA State - BLS	user name	
	password	
Secretary of State	user name	
	password	
	application ID	