



FOR THE LIFE OF YOUR BUSINESS

Steps to Consider Before Applying for a Business License

Harvey Aulgur

Business Structure & Name

- Corporation
- Sole Proprietorship
- Partnership
- Choose a business name and verify availability
 - Washington Secretary of State Office (for LLC's etc.):
http://www.sos.wa.gov/corps/search_advanced.aspx
 - Washington State Department of Revenue:
<http://dor.wa.gov/content/doingbusiness/registermybusiness/brd/>

Prepare a Business Plan

- Online templates at www.score.org/templates
- Meet with a SCORE mentor
- Attend a workshop
- Don't forget a Marketing Plan...

Do Your Research...

- Business loans/Financing
- Business insurance
- Business Attorney & CPA
- Computer software
- Business location, utilities, website
- Business hours & Signage
- Copyrights/Trademarks
- Record keeping system
- Payroll and insurance benefit options

Obtain Your Business License

- Washington Secretary of State (anything other than sole proprietor – start here):
<https://corps2.sos.wa.gov/LLC/Pages/StartPage.aspx>
- Washington State Department of Revenue:
<http://bls.dor.wa.gov/mydor/>
- Register with your local city/county:
<http://bls.dor.wa.gov/citycounty.aspx>
- Get a Federal Tax ID Number (EIN):
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

Open Business Accounts & Order Supplies

- Checking account
- Business cards, stationary, & invoices
- Computers, printers, copiers
- Office supplies/furniture
- Sign up for a FedEx, UPS, or DHL account
- Get free postal mailing supplies
- Join your local Chamber of Commerce

Small Business Resources

Helping businesses start, grow and succeed



Counseling



Capital



Contracting



U.S. Small Business Administration

Counseling



Resource partners provide *free* one-on-one advising



Workshops

Free and low-cost workshops, seminars and classes

- Your Business -- Start Smart Series
- Free Workshops 2nd & 4th Thursdays
 - In person or virtually
- BizFair – Saturday, September 24, Renton
Technical College

SBA: Stay Connected

SBA Seattle District Office
Serving Washington State and Northern Idaho

Surf www.sba.gov/wa

Subscribe *The SBA Reporter*

Visit 2401 Fourth Ave., Suite 450
Seattle, WA 98121

Talk 206.553.7310

Write infosdo@sba.gov

SBA
U.S. Small Business Administration

Search SBA.gov

Contact SBA | Contacto (en español) | Newsroom | Community | For Lenders | Email Updates | Blog

Local Assistance

SBA.gov » Local Assistance » District Office List » Seattle District Office

Seattle District Office

2401 Fourth Avenue Suite 450
Seattle, WA 98121
Phone: 206-553-7310
See map: Google Maps

Hours of Operation:
Monday through Friday from
8:00 AM to 4:30 PM

About Us
District Director: Nancy Porzio
Office Directory

Other offices

Father- and Son-in-Law's Business Idea Pops Worldwide

When Grant Jones spent six months experimenting with different gourmet popcorn flavors in his father-in-law's garage, he didn't think the product would be selling in five countries just six years...

READ MORE

Press Releases

- DECEMBER 3, 2014
Small Business Landing in Washington State Up During...
- OCTOBER 28, 2014
Entrepreneurship Program for Veterans Expands to...
- OCTOBER 8, 2014
SBA District Office Now Accepting Nominations

GET MORE PRESS RELEASES

Get Email Updates

DECEMBER 31, 2014
SBA Reporter - Thank you for another great year...

DECEMBER 24, 2014
SBA Reporter - Happy Holidays From Your SBA Family

DECEMBER 17, 2014
SBA Reporter - The Fundamentals of Business Roadmaps - Investment Companies

READ MORE GET EMAIL

Find Events and Workshops in Your Area

JANUARY 2015						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CLICK HERE FOR LOCAL EVENTS

SBA
U.S. Small Business Administration

The SBA Reporter
Your Local Small Business Resource

September 17, 2014

Two WA Organizations Receive SBA PRIME Businesses

Washington Receives Second Highest SBA Grant for Boosting Small Business Exports

Roundtable Discusses 21st Century Challenges and Opportunities for Women Entrepreneurs in Northwest

2014 ENTREPRENEURSHIP BUSINESS FAIR

Don't Miss ... Commercial Credit - Understanding the Basics September 16 Spokane, WA

Questions?

- Harvey Auglur SCORE Mentor
(206) 553-7320 | greaterseattle@scorevolunteer.org
- Desiree Albrecht, Small Business Administration
(206) 553-2664 | desiree.albrecht@sba.gov