

Small-Business Guide

WASHINGTON STATE



PLAN



PAYROLL START



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CLOSE



(Governor's Office for Regulatory Innovation and Assistance)

800-917-0043 / 360-725-0628

help@oria.wa.gov

<http://business.wa.gov>

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	(FUTA) –	30
	W-2	31
	W-3	31
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	(SUTA) –	31
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	(Washington Cares Fund)——	32
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- _____ (Small Business Workshops, SBRR)
- _____ (Small Business Administration)
- SCORE
- _____ (Small Business Development Center)
- Business Impact NW



- [_____ \(Washington Center for Women in Business\)](#)
- [_____ \(Veterans Business Outreach Center\)](#)
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- [_____ \(U.S. Small Business Administration\)](#)
- [SCORE](#)
- [Business Impact NW](#)
- [_____ \(Washington Center for Women in Business\)](#)
- [_____ \(Washington Small Business Development Center\)](#)
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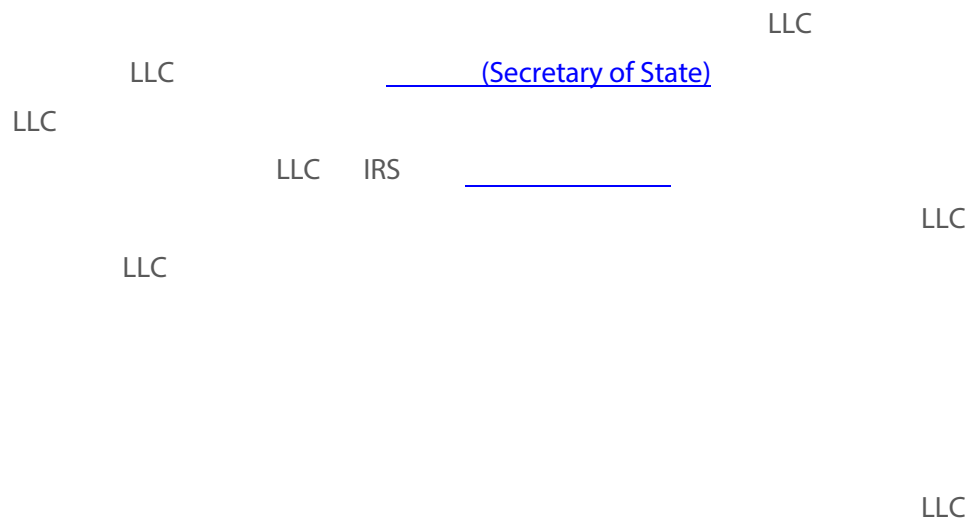
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(Limited Liability Companies, LLC)





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(Limited Partnerships, LP)

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(Labor Market Information)

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- [\(Washington Health Benefit Exchange\)](#)
- [\(Washington Healthplanfinder\)](#)
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[Washington Healthplanfinder](#)

Washington Healthplanfinder

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- Washington Apple Health (Medicaid)

/ *Washington Healthplanfinder*



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Washington Apple Health (Medicaid)

smallbusiness@wahbexchange.org

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(Profit & Loss, P&L)

P&L

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[\(Startup Wisdom\)](#)

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25% 30%

– / (Capacity/Cash Flow) –

– (Collateral) –

– (Character)–

– (Conditions) –

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- (U.S. Small Business Administration)
- (Small Business Development Center)
- (Washington Department of Commerce)
- (Small Business Administration, SBA)
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- _____ (U.S. Small Business Administration)
- [SCORE](#)
- [Business Impact NW](#)
- _____ (Washington Center for Women in Business)
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- (Internal Revenue Service, IRS)

(Limited Liability Companies, LLC)

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(Limited Partnerships, LP)

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(U.S. Patent and Trademark Office)

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[Form 2553 – Election by a Small Business](#)

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(Business Licensing Wizard)

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(Business License Application)

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• _____ (Labor

Market Information)

• _____ (Washington Health Benefit Exchange)

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 - [WorkSource](#)
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- _____ IRS

- _____ 3 [I-9 Employment Eligibility](#)
- [Verification Form I-9](#) _____ (IRS) [W-4](#)

- _____ 20

- _____ (Division of Child Support Online Services,
DCSONline) [\(Secure Access Washington, SAW\)](#)
- SAW _____ DCS Online
- _____ (Federal Employer
Identification Number, FEIN) W-4

(Social Security Number, SSN)
- 800-562-0479**

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W-4			
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Employee Paid Sick Leave Notification Form			



<u>New Hire Reporting</u> 20		(800-782-0624 DSHS (800-562-0479)	
<u>IRS</u> (Electronic Federal Tax Payment System, EFTPS)			
<u>IRS Form 941</u> - Employer's Quarterly Federal Tax Return <u>IRS 941</u> -		IRS 4/30 7/31 10/31 1/31 IRS EFTPS	
		www.lni.wa.gov 4/30 7/31 10/31 1/31	
		esd.wa.gov 4/30 7/31 10/31 1/31	



Paid Family and Medical Leave		paidleave.wa.gov 4/30 7/31 10/31 1/31	
IRS Form 940 – Employer’s Annual Federal Unemployment Tax Return IRS 940 -		1 31 IRS IRS	
IRS W-2 -	IRS	1 31 2 28 W-3	
IRS Form W-3 - Transmittal of Wage and Tax Statements IRS W-3 W-2	941 IRS 940	2 28 W-2	



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IRS [W-4](#)

IRS [Publication 15 – Employer’s Tax Guide](#) 15

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[EFTPS](#)

IRS

- IRS 941 - 941
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Form W-4 - Employee's Withholding Allowance Certificate W-4

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(Federal Unemployment Taxes, FUTA) -

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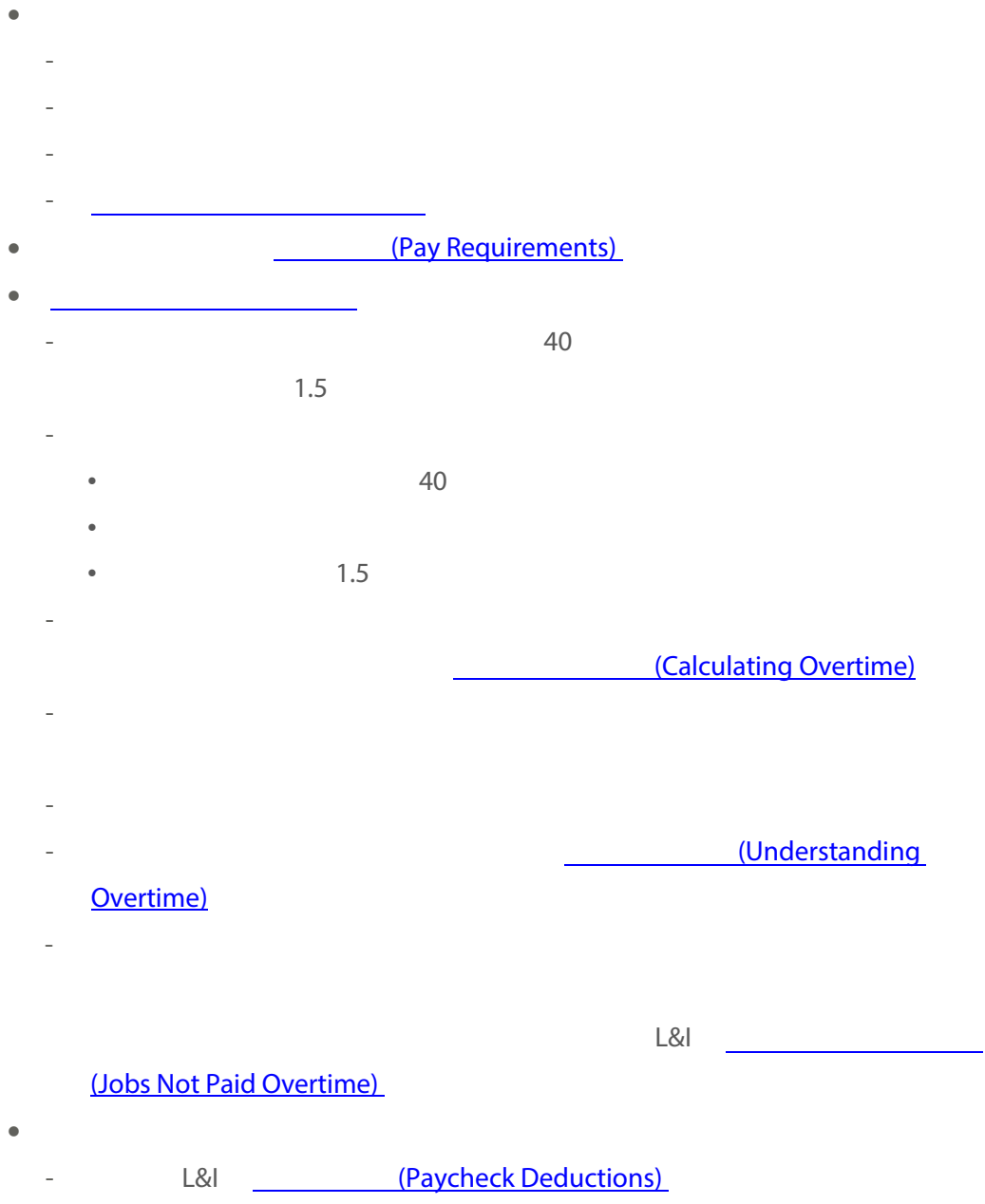
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<https://paidleave.wa.gov/estimate-your-paid-leave-payments/>
<https://paidleave.wa.gov/question/how-much-money-will-i-receive/>
 (Payroll Calculator)

2018 1 1

(Unemployment Insurance, UI)

UI 2%

360-902-4817 L&I



PAYROLL CALCULATOR - HOURLY EMPLOYEE

Employer payroll costs (one employee, one pay period)			
1	Hourly wage	\$ per hour	\$ 15
2	Hours at straight time	hours	80
3	Hours at overtime	hours	10
4	Base pay	line 1 x line 2	\$1,200.00
5	Overtime pay	line 1 x 1.5 x line 3	\$225.00
6	Gross payroll*	line 4 + line 5	\$1,425.00
7	Social Security	line 6 x rate	6.2% \$88.35
8	Medicare	line 6 x rate	1.45% \$20.66
9	Federal Unemployment Tax**	line 6 x rate	0.6% \$8.55
10	State Unemployment Insurance Tax***	line 6 x rate	0% \$0.00
11	Employment Administration Fund***	line 6 x rate	0% \$0.00
12	Paid Medical Leave Premium****	line 6 x rate	0.4% \$5.70
13	Workers' compensation premium*****	lines 2+3 x rate	\$ 0 \$0.00
14	Less employee share of wkrs' comp*****	lines 2+3 x rate	\$ 0 \$0.00
15	Employer paid benefits (if any)		\$ 0 \$0.00
16	Total employer cost		\$1,548.26

*Gross payroll should include value of noncash items, such as apartments and vehicles
 **If state unemployment taxes don't apply (such as in the case of exempt corporate officers), the federal unemployment tax rate is 6% (rather than 0.6%) of the first \$7000 of compensation per year
 ***UI and EAF tax rates provided to you by Employment Security Dept.
 ****Paid Family and Medical Leave premiums can be split between employer and employee. Employers can withhold up to 63.33% of the total premium. (0.004 * .6333) Employers with fewer than 50 employees are assessed less and should see paidleave.wa.gov for more details
 *****Employer and employee rates provided to you by Dept. of Labor & Industries

Employee paycheck			
Gross payroll	line 6		\$1,425.00
Social Security	line 7		-\$88.35
Medicare	line 8		-\$20.66
Income Taxes	per tax tables	\$ 0	\$0.00
Paid Family Leave Premium Maximum Withholding*	line 12 x rate	63.33%	-\$3.61
Workers' comp - employee share	line 14		\$0.00
Other voluntary deductions (if any)		\$ 0	\$0.00
Net paycheck			\$1,312.38

*Paid Family and Medical Leave employee premiums are capped at 63.33% of the total premium. If an employer chooses to withhold employee portions of the premium, their contribution in the employer portion of this table would be less the employee's amount

PAYROLL CALCULATOR - SALARIED EMPLOYEE

Employer payroll costs (one employee, one pay period)			
1	Salary	\$ per payperiod	\$ 1200
2	Regular hours	hours	80
3	Overtime hours	hours	10
4	Annualized salary		\$ 31200
5	Overtime rate	line 4 / 2080 x 1.5	\$22.50
6	Overtime pay	line 3 x line 5	\$225.00
7	Gross payroll**	line 1 + line 6	\$1,425.00
8	Social Security	line 7 x rate	6.2% \$88.35
9	Medicare	line 7 x rate	1.45% \$20.66
10	Federal Unemployment Tax**	line 7 x rate	0.6% \$8.55
11	State Unemployment Insurance Tax***	line 7 x rate	0% \$0.00
12	Employment Administration Fund***	line 7 x rate	0% \$0.00
13	Paid Medical Leave Premium****	line 7 x rate	0.4% \$5.70
14	Workers' compensation premium*****	lines 2+3 x rate	\$ 0 \$0.00
15	Less employee share of wkrs' comp*****	lines 2+3 x rate	\$ 0 \$0.00
16	Employer paid benefits (if any)		\$ 0 \$0.00
17	Total employer cost		\$1,548.26

*Gross payroll should include value of noncash items, such as apartments and vehicles
 **If state unemployment taxes don't apply (such as in the case of exempt corporate officers), the federal unemployment tax rate is 6% (rather than 0.6%) of the first \$7000 of compensation per year
 ***UI and EAF tax rates provided to you by Employment Security Dept.
 ****Paid Family and Medical Leave premiums can be split between employer and employee. Employers can withhold up to 63.33% of the total premium. (0.004 * .6333) Employers with fewer than 50 employees are assessed less and should see paidleave.wa.gov for more details
 *****Employer and employee rates provided to you by Dept. of Labor & Industries. For salaried employees, employers can calculate workers' compensation premiums on actual hours (as shown here), or a standard number of hours to total 480 hours per quarter (160 for monthly pay periods, 80 for semimonthly, 74 for biweekly, 37 for weekly).

Employee paycheck			
Gross payroll	line 7		\$1,425.00
Social Security	line 8		-\$88.35
Medicare	line 9		-\$20.66
Income Taxes	per tax tables	\$ 0	\$0.00
Paid Family Leave Premium Maximum Withholding*	line 13 x rate	63.33%	-\$3.61
Workers' comp - employee share	line 15		\$0.00
Other voluntary deductions (if any)		\$ 0	\$0.00
Net paycheck			\$1,312.38

*Paid Family and Medical Leave employee premiums are capped at 63.33% of the total premium. If an employer chooses to withhold employee portions of the premium, their contribution in the employer portion of this table would be less the employee's amount

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- _____ <http://NewHire.wa.gov>
- _____ (Washington Small Business Guide) _____

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2. _____ (Limited
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LLC

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[\(Business Licensing Wizard\)](#)

- [\(Business License Application\)](#)

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- [\(Business License Application\)](#)

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[\(Washington Department of Agriculture\)](#)

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- [_____](#) (Labor Market Information)
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(Internal Revenue Service, IRS)

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[Verification Form](#) [I-9](#) _____ [IRS W-4](#) _____

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(Division of Child

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DCS Online

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[Confidential Tax Information](#)

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- _____ (Office of Minority & Women’s Business Enterprises) –
- _____ (Department of Agriculture) –
- _____ (Office of the Attorney General) –
- _____ (Department of Ecology) –
- _____ (Department of Financial Institutions) –
- _____ (Human Rights Commission) –
- _____ (Department of Labor and Industries) – _____
- _____ (Liquor and Cannabis Board) –
- _____ (Department of Natural Resources) –
- _____ (Office for Regulatory Innovation and Assistance) –
- _____ (Utilities and Transportation Commission) –
- _____ (County health departments) –
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(Limited Liability Companies, LLC) S

[Internal Revenue Service, IRS] 1040-ES
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Form 2553 – Election by a Small Business Corporation 2553 –

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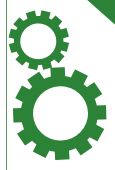


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- _____ (Department of Labor) -
- _____ (Department of Agriculture) -
- _____ (Office of the Attorney General) -
- _____ (Department of Ecology) -
- _____ (Department of Financial Institutions) -
- _____ (Human Rights Commission) -
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- _____ [\(Liquor and Cannabis Board\)](#) –
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- _____ [\(Office for Regulatory Innovation and Assistance\)](#) –
- _____ [\(Utilities and Transportation Commission\)](#) –
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- _____ [\(County health departments\)](#) –
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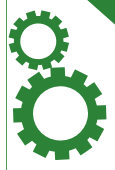


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- _____ :
 - _____ (Washington State Office of the Attorney General)
(Consumer Protection Consumer Resource Center)
1-800-551-4636
1-206-464-6684
1-800-833-6388
 - _____ (Federal Trade Commission)

9.

_____ (Small Business Liaisons)



2023 4



CLOSE



RUN



OPEN



PAYROLL START



START



PLAN



5C :

5C:

- / (Capital/Cash) –
25-30%
25%
25%
- / (Capacity/Cash Flow) –
- (Collateral) –
- (Character) –
- (Conditions) –
- :
-
- SBA 7a
- SBA _____ \$50,000
- SBA 504 [Northwest Business Development Association](#) [Evergreen Business Capital](#)
[Ameritrust CDC](#)



- [Alliance of Angels](#)
- [Bellingham Angel Group](#)
- [ZINO Society](#)
- [Portland Angel Network](#)

_____ (Grant)

 150 150
 50

Minority and Women’s Business Enterprises, OMWBE) _____ (Office of
 _____ 2%

2.

_____ (Labor Market Information)

 _____ / _____
 _____ " " 7

_____ (Retirement Marketplace)

- [WorkSource](#)
- _____
- _____
- _____
- _____
- _____
- _____
- _____



- [WorkSource](#)
- _____

IRS

3

[I-9 Employment Eligibility Verification Form](#) [I-9](#)

(Internal Revenue Service, IRS) [W-4](#)

20

(Division of Child Support Online Services, DCSONline) [\(Secure Access](#)

[Washington, SAW\)](#)

SAW

DCS Online

(Federal

Employer Identification Number, FEIN)

W-4

(Social Security Number, SSN)

800-562-0479 **DCS**

[\(SharedWork Program\)](#)

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- _____
- _____
- _____



- _____
- _____ L&I
- _____ ESD
- _____ (IRS)
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____ (Equal Pay & Opportunities Act)
- _____
- _____
- _____ (Washington Health Benefit Exchange)
- _____ (Washington Healthplanfinder)
- _____
- _____
- _____
- _____

Seattle Tacoma SeaTac

3.

- _____
- _____ (SizeUp)
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____



4.

- _____ (U.S. Small Business Administration) _____
- SCORE _____
- _____ (Small Business Development Center) _____
- [Business Impact NW](#)
- _____ (Washington Center for Women in Business)
- _____ (Washington Economic Gardening Program)

- _____ (Small Business Development Center)
- _____ (Washington State Department of Commerce)
- _____ (Washington Export Resource Center)
- _____
- _____
- _____
- _____

- [PTAC](#) _____ -
- [WEBS](#) _____ -

- _____ - (Department of Enterprise Services, DES)

- _____ ; _____ ; _____ ; _____ -



- (Small Business Development Center, SBDC) – _____
- _____ (Native PTAC) -

/



(Office of Minority and Women's Business

Enterprises, OMWBE)

MBE – Minority Business Enterprise

WBE – Woman Business Enterprise

MWBE – Minority Women Business Enterprise

CBE – Combination Business Enterprise

SEDBE – Socially and Economically Disadvantaged Business Enterprise

OMWBE



(Washington State Department of Veterans Affairs, WDVA)

WEBS

WDVA

WDVA



5.

6.

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7.

_____ (Small Business Liaisons)





(Initial Public Offering, IPO)

- _____
- :
- _____ (Small Business Development Center)
 - [SCORE](#)
 - _____ (Washington Business Center)



1.

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(Limited Liability Companies, LLC)

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2.

(Internal Revenue Service, IRS)

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(Department of Revenue, DOR)

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[Business Information Change Form](#) _____

[My DOR](#)

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DOR

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10

DOR _____



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(Employment Security Department, ESD)

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[Business Change Form](#) ESD

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ESD

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(Department of Labor and Industries, L&I)

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L&I

contreg@lni.wa.gov

360-902-5812

Department of Labor & Industries

PO Box 44450

Olympia WA 98504-4450

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(Secretary of State)

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- DOR [Revenue Clearance Certificate Application](#)

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- []

DOR

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- LLC PLLC LP LLP

- LLC LP LLP

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Health (Medicaid)

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60

[Washington Healthplanfinder](#)

smallbusiness@wahbexchange.org

4.

(Liquor and Cannabis Board, LCB)

[WAC 314-07-100](#) [WSLCB](#)

(1)

(2)

(3)

[RCW 66.24.025](#)

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(1)

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(2)

10%

/

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\$75

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[2015 c 70 § 3](#)



(Department of Revenue, DOR) —
Services, BLS)

(Business Licensing

360-705-6741 DOR — _____
DOR

360-705-6705 DOR — _____

(Department of Labor and Industries, L&I)

/

(Employment Security Department, ESD)

LLC

5208C-2

ESD

(Secretary of State)

www.sos.wa.gov/corps

(Department of Licensing, DOL)

/

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:
Cosmetology/Tattoo Program
(Department of Licensing)
PO Box 9026
Olympia WA 98507
pssunit@dol.wa.gov
(360) 664-6626 / (360) 664-2550



•

:
Auctioneer Program
(Department of Licensing)
PO Box 9026
Olympia WA 98507
plssunit@dol.wa.gov
(360) 664-6626 / (360) 664-2550

•

:
Combative Sports Program
(Department of Licensing)
PO Box 9026
Olympia WA 98507
plssunit@dol.wa.gov
(360) 664-6644 / (360) 570-4956

•

:
Private Security Guard Program
(Department of Licensing)
PO Box 9649
Olympia WA 98507-9649
security@dol.wa.gov
(360) 664-6611

•

:
Private Investigator Program
(Department of Licensing)
PO Box 9649
Olympia WA 98507-9649
security@dol.wa.gov
(360) 664-6611



- Dealer & Manufacturer Services
(Department of Licensing)
PO Box 9039
Olympia WA 98507-9039
dealers@dol.wa.gov
(360) 664-6466

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- 60 10
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- LLC/
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- 30
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Limousines
(Department of Licensing) 10
PO Box 9039
Olympia WA 98507-9039
dealers@dol.wa.gov
(360) 664-1389



- / : : Dealer & Manufacturer Services (Department of Licensing) 10 PO Box 9039 [WAC 308-65-160](http://WAC.308-65-160) Olympia WA 98507-9039 dealers@dol.wa.gov (360) 664-6466

- : : Dealer & Manufacturer Services (Department of Licensing) 10 PO Box 9039 [WAC 308-63-130](http://WAC.308-63-130) Olympia WA 98507-9039 dealers@dol.wa.gov (360) 664-6466

- : : Scrap Metal Program (Department of Licensing) 10 PO Box 9649 [WAC 308-70-220](http://WAC.308-70-220) Olympia WA 98507-9649 scrapmetal@dol.wa.gov (360) 664-6611

- : : Dealer & Manufacturer Services (Department of Licensing) Program Attn:Dealer Services PO Box 9039 1. Olympia WA 98507-9039 2. dealers@dol.wa.gov (360) 664-6466

- / / / / : : Dealer & Manufacturer Services (Department of Licensing) 10 PO Box 9039 Olympia WA 98507-9039 dealers@dol.wa.gov (360) 664-6466



<p>Appraisal Management Company Program (Department of Licensing) PO Box 9021 Olympia WA 98507-9021 dolbpdamc@dol.wa.gov (360) 664-6504</p>	<p>(Designated Controlling Person Closing Company Affidavit)</p>
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<p>Cosmetology Program (Department of Licensing) PO Box 9026 Olympia WA 98507 plssunit@dol.wa.gov (360) 664-6651</p>	<p>1. 2. 3. 4. 5. 6. 7. 8.</p>	<p>3</p>
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<p>Driver Training School Program (Department of Licensing) PO Box 9027 Olympia WA 98507-9027 tse@dol.wa.gov (360) 664-6692</p>	<p>1. 2. 3. 4. 5. 6.</p>	<p>- http://www.dol.wa.gov/forms/661017.pdf (Driver Training School, DTS) Secure Access Washington (SAW) DTS SAW</p>
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<p>Bail Bond Program (Department of Licensing) PO Box 9649 Olympia WA 98507-9649 security@dol.wa.gov (360) 664-6611</p>	<p>1. 2. 3.</p>	<p>/</p>
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Scrap Metal Program
(Department of Licensing)
PO Box 9649
Olympia WA 98507-9649

scrapmetal@dol.wa.gov
(360) 664-6611

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Funeral and Cemetery Licensing 1. [RCW 18.39.250\(8\)](#)
(Department of Licensing) 2.

PO Box 9012
Olympia WA 98507-9012

funerals@dol.wa.gov
(360) 664-1555

5.

