I'm hiring employees for the first time, what are the steps?

We recommend reviewing the GROW chapter of the Small Business Guide for information on growing your business and hiring employees.

To hire employees for the first time, here are the three things you will need to do:

☐ **1. Apply or refile for your Washington State Business License** using the online Business Licensing Service (BLS): http://bls.dor.wa.gov/file.aspx. If you register your corporation with the Secretary of State (SOS), use the Unified Business Identifier (UBI) number provided by SOS when applying for Business License. <u>The reason you need to refile</u> is to indicate that you now have employees.

Here is what happens when you finish applying/refiling on line:

- BLS forwards your business license information to Employment Security Department (ESD) and Department of Labor and Industries (L&I). ESD and L&I with then automatically create your State Unemployment Insurance (SUI) and Workers Compensation (WC) accounts in their respective systems.

- *Within two business days, ESD mails you a packet* containing your SUI account information. Learn more here https://esd.wa.gov/employer-taxes.

- *Within two weeks, L&I mails you a packet* contain your WC account information. Learn more here http://lni.wa.gov/ClaimsIns/Insurance.

- *Within ten business days (or six weeks if applied by mail), BLS mails you your business license*

☐ **2. Report your new employees through the New Hire Reporting program** to Department of Social and Health Services (DSHS): https://www.dshs.wa.gov/esa/division-child-support/new-hire-reporting. Report within 20 days after employment. Out-of-state employers do not need to report if listed as a multi-state employer.

☐ **3. Apply for an Employer Identifier Number (EIN)** with Internal Revenue Service (IRS): https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers (processed instantly if applied online)