



Palouse
Economic Development Council

725 6th St., Ste. 102
Clarkston, WA 99403
509-751-9144
Fax: 509-758-1309
www.palouse.org

Promoting economic development in the Washington counties of Asotin, Columbia, Garfield and Whitman

Starting a business in Whitman County, Wash.

All new businesses need to obtain a Washington State business license and Unified Business Identification Number (UBI). In addition certain business activities such as selling liquor, cigarettes, and lottery tickets require special registration or agency authorization. Master Business Application forms are available from the Department of Licensing in Olympia at 360-664-1400 or in the “Doing Business” section at www.access.wa.gov

A copy of your application is then forwarded to the Washington State Department of Revenue who will send you the appropriate state tax forms and information for your business.

Check with your local city and county to see if any business license is required. In some Whitman County cities home-based businesses must be approved. Check with City Hall. Check with local health department for food handling permits and licenses if handling food or beverages.

If you are going to hire employees you will need to get an employee identification number (EIN) from the IRS. Check out the “Tax Info for Business” Section of the IRS website.

Contact the Secretary of State to file Articles of Incorporation or a Certificate of Limited Partnership if your business has either type of ownership. Olympia, 360-753-7115.

Websites to get you started:

www.access.wa.gov

www.wsfdc.org/startbusiness.htm