



New Business Startup Checklist - Washington State

- ☐ Choose your legal structure (LLC, Corporation, Non Profit, etc.)
- ☐ Register your business with the Washington Secretary of State (for LLCs, Corporations)
- ☐ Apply for an EIN (Employer Identification Number) via IRS.gov
- ☐ Obtain a Washington State Business License through the Department of Revenue (dor.wa.gov)
- ☐ Check for and apply for any required local city or county licenses/permits
- ☐ Open a business bank account (use your EIN and formation documents)
- ☐ Set up your accounting system (e.g., QuickBooks Online, Wave, Xero)
- ☐ Set up payroll if you will have employees (register with ESD and L&I)
- ☐ Set up Department of Revenue Tax Account
- ☐ Register for Resellers Permit, L&I Account if Applicable

This checklist is intended to help new business owners in Washington State get started with key legal and financial setup steps.

Requirements may vary based on your business type or location.

For detailed instructions or assistance, refer to official state and federal websites or consult a qualified professional.