

Helpful Hints for Completing Your City of Des Moines Business License Application

- > UBI numbers are issued by the Department of Revenue, 20819 72nd Ave. S, Suite 680, Kent, WA 98023. General information telephone number is 1-800-647-7706.
- > If your business involves the storage, serving, or handling of foodstuffs, contact the Seattle-King County Department of Public Health at 206-296-4708. Their office is located at 1404 Central Avenue South, Suite 101, Kent, WA. You must provide us with a copy of your food establishment permit prior to your license being issued.
- > Remember, an incomplete application may delay the processing of your license. Be sure to review your application prior to submittal.
- > City of Des Moines business licenses are **not** transferable and are issued for a specific business. If your business changes locations or comes under new ownership, a new business license application must be submitted.
- > Business licenses expire December 31st of the year issued. Failure to renew your license by February 15th of the following year results in a **100%** late penalty. We will send a renewal notice to your mailing address by December 15th. If you have not received it by January 1st, please contact the City Clerk's office to confirm your mailing address.
- > The City's tax number for State of Washington Department of Revenue Form Rev. 40-2406Q, Box 45, Location Code is #1709.
- > **B & O TAX:** For businesses with gross receipts greater than \$50,000, the tax rate is equal to two-tenths of one percent (.2%) of their gross receipts. Businesses with gross receipts equal to or less than \$50,000 per year are not required to pay the tax, although it is still necessary for the business to file a return.