City of Tacoma
Business License
FileOne Instructions
Create Account

1. Sign Up

2. Security Question

3. UBI Question

4. Business Information

5. Locations

6. Tax Form Setup

Online Account Information

All fields marked with an asterisk (*) are required.

Create your Username: *

Create your Password: *

Re-enter the Password: *

First Name: *

Last Name: *

Title: *

Owner: *

Phone Number: *

Fax Number: *

Email Address: *

Re-enter Email Address: *
Tax Form

If you are only using FileLocal for business licensing purposes, click “SKIP” to complete account setup.
Create General Business License

City Selections

Welcome

City Selection

Business Information

Contact Information

Type of Business

Reason for Applying

Additional Information

Notes

Review Application

Select a location that corresponds with this application. If you don’t see your location in this list, click here to add the location.

Select the City or Cities where this business location conducts business. Check all that apply.

- [ ] Bellevue
- [ ] Seattle
- [x] Tacoma

Is this location being added as a branch only to an existing license?*

- [ ] Yes
- [x] No

[Save & Continue Later] [Back] [Next]
# Business Information

<table>
<thead>
<tr>
<th>Welcome</th>
<th>Legal Business Name</th>
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<table>
<thead>
<tr>
<th>City Selection</th>
<th>Doing Business As</th>
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<tr>
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<table>
<thead>
<tr>
<th>Business Information</th>
<th>Business Location Address 1</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Business Location Address 2</th>
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<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Business Location City</th>
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<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Reason for Applying</th>
<th>Business Location State</th>
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<tbody>
<tr>
<td></td>
<td>WA</td>
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<table>
<thead>
<tr>
<th>Additional Information</th>
<th>Business Location Zip</th>
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<table>
<thead>
<tr>
<th>Notes</th>
<th>Business Location Country</th>
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<tbody>
<tr>
<td></td>
<td>USA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review Application</th>
<th></th>
</tr>
</thead>
</table>
Business Information
Continued

Nature of Business*
- Manufacturing
- Extracting
- Printing & Publishing
- Tour Operator
- Wholesale
- Retail
- Service
- Transportation
- Admin
- Other

Business Activity Description*
TNC DRIVER

NAICS Code
485310: Taxi Service

Are you a Contractor?*
- Yes
- No

First Date Business Conducted in this location*

Use this address for receiving tax forms and correspondence.
Use another address for receiving tax forms and correspondence.
Type of Business

Welcome
City Selection
Business Information
Contact Information
Type of Business
Reason for Applying
Additional Information
Notes
Review Application

Type of Business *
- Association
- Corporation
- General Partnership
- Government Agency
- Joint Venture
- Limited Liability Limited Partnership
- Limited Partnership
- LLC (Limited Liability Company) - Multi Member
- LLC (Limited Liability Company) - Single Member
- LLP (Limited Liability Partnership)
- Municipality
- Non Profit Corporation (educational, religious, charitable)
- Other
- Professional Association
- Sole Proprietorship
- Tribal Government
- Trust

Owner's Legal Name: 
Owner's First Name: 
Owner's Middle Name: 
Owner's Last Name: 
Owner's Title: 
Owner's Email: 
Owner's Home Address: 
Owner's Home City: 
Owner's State: Washington
Owner's Zip: 
Owner's TNC Driver: 
Owner's Tacoma: 

Type of Business Continued

Owner's Home Phone #: [ ]
Owner's Fax Number: [ ]
Owner's Birth Date Year: [ ]
Spousal joint operated? [ ] Yes [ ] No
Is your organization recognized as a 501(c) (3) nonprofit organization by the Internal Revenue Service? [ ] Yes [ ] No

[Buttons: SAVE & CONTINUE LATER, BACK, NEXT]
Reason for Applying

Select the Reason for Applying*

- Reopen Closed Business
- Open New Business
- Incorporating existing business
- Merger
- Purchased/Changed Ownership of Ongoing Business
- Opening Additional Location
- Other
Tacoma Specific Questions

Welcome
City Selection
Business Information
Contact Information
Type of Business
Reason for Applying
Additional Information
Notes
Review Application

Tacoma Specific Questions

Have you ever been registered as a business with the City of Tacoma?*
  □ Yes
  □ No

Are you currently a Tacoma Public Utilities Customer?*
  □ Yes
  □ No

List your Washington State Professional License Number

Is business located in the City of Tacoma?*
  □ Yes
  □ No

Is business operated from your home?*
  □ Yes
  □ No

Number of full-time employees

Sq Ft of Location

Do you provide gambling activities?*
  □ Yes
  □ No

Do you charge admission?*
  □ Yes
  □ No

Do you own or operate any of the following amusement devices: Amusement, Music or Pool Table?*
  □ Yes
  □ No

What do you anticipate your business gross receipts for an entire year to be? (Check one)*
For business gross receipts, some Uber partners will make less than $12,000 per year (driving part time). Others can select the “between $12,000 and $250,000” option, particularly if the partner anticipates driving full time. No Tacoma uberX partners have had over $250,000 in gross receipts per year, unless they have another line of business.

Impact: The “Less than $12,000” option has a $25 business license fee. The “between $12,000 and $250,000” option has a $90 business license fee.
CERTIFICATE OF COMPLIANCE – PAID LEAVE & MINIMUM WAGE

Effective February 1, 2016, the City of Tacoma requires all employers to provide Paid Leave and Minimum Wage, as set forth in Title 18 of the Tacoma Municipal Code (TMC), to employees that work at least 80 hours in any calendar year within the city limits of Tacoma. For more information on the Tacoma's Paid Leave or Minimum Wage visit cityoftacoma.org/employmentstandards.

Please read the information below and check the appropriate box:*

- I certify that I am in compliance with the requirements of Title 18. I have employees that work in the City of Tacoma at least 80 hours in a calendar year and I give them at least 1 hour of Paid Leave for every 40 hours they work up to a minimum of 24 hours each calendar year and pay them the required minimum wage as set forth in Title 18.

- I am not familiar with the requirements of Title 18 of the TMC. I will visit cityoftacoma.org/employmentstandards or call 253-591-5306 to learn about the requirements of the Paid Leave and Minimum Wage Ordinances and ensure that my business is in compliance.

- I do not have any employees or I do not have any employees that work 80+ hours in a calendar year in Tacoma.

Select this option
Please enter any additional notes, comments, or questions you may have concerning this application.
Review Application

Review your information below. Click the confirmation checkbox to verify all information is correct. Then click the Submit button to submit your application to the appropriate tax authority.

City Selection
Business Location: No

City Applied For
Tacoma
Existing Account Number:

Business Information
Legal Business Name:
Doing Business As:
Business Address: USA
Phone: Transportation
TNC Driver
485310
Not_Requird
No

Nature of Business:
Business Activity Description:
NAICS Code:
UBI:
Are you a Contractor?
First Date Business Conducted in this location:

Contact Information
Click Here

Review Application Continued

Please read the information below and check the appropriate box:

I certify that I am in compliance with the requirements of Title 18. I have employees that work in the City of Tacoma at least 80 hours in a calendar year and I give them at least 1 hour of Paid Leave for every 40 hours they work up to a minimum of 24 hours each calendar year and pay them the required minimum wage as set forth in Title 18. Yes No

I do not have any employees or I do not have any employees that work 80+ hours in a calendar year in Tacoma. Yes No

Notes

Review your information below. Click the confirmation checkbox to verify all information is correct. Then click the [Next] button to calculate the payment due to the Cities you selected.

* I am affirming as the applicant or authorized representative of the firm that the information given on this application is true, correct and complete. I understand that when I submit an application online my typed name is equivalent to an electronic signature.

Tacoma:

Must be signed by sole proprietor or spouse, partner, corporate officer, limited liability member/manager or preparer.

The undersigned acknowledges that this business will operate consistent with zoning standards, meets fire and building code requirements, and is governed by the Municipal Code of the city operating in and is responsible for becoming familiar with the code and abiding by its requirements. The undersigned hereby certifies that the information shown is correct to the best of his/her knowledge and belief under penalties of perjury.

City Zoning, Building & Fire Requirements:

City zoning and fire requirements must be met before business activity commences in City of Tacoma.
The City Fire code has certain exit and safety requirements depending on the type of business activity. Please call the Fire department at (253) 591-5740 to ensure your business location and activity meet the City's fire requirements.

**Fee Subtotal**

<table>
<thead>
<tr>
<th>City Name</th>
<th>Fee</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Tacoma</td>
<td>$25.00</td>
<td>Administrative Fee</td>
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</table>

Subtotal $25.00

What do you want to do when you click the NEXT button below? Note: This application will be automatically added to the payment cart. *Required

- [ ] I'm ready to pay for this license.
- [ ] I need to add another location.
- [ ] I want to apply for a General Business License for another location I’ve already added.

Signature of Applicant

Your Name

Signature of Preparer

Or

Title

TNC Driver
Send Authorization Letter

Click here
Send Authorization Letter

Click "COMPOSE"
Send Authorization Letter

Select "City"

Recipient Filter:

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Type</th>
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<tbody>
<tr>
<td>City of Bellevue</td>
<td>City</td>
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<tr>
<td>City of Everett</td>
<td>City</td>
</tr>
<tr>
<td>City of Seattle</td>
<td>City</td>
</tr>
</tbody>
</table>

Recipients *

City of Tacoma

Subject *

Business license

Attached is my Authorization Letter

Secure Message *

Attachments

Choose File CopyofAUTHORIZATIO...Renews (1).docx

CANCEL SEND