

City of Tukwila Business License Transfer to State BLS System

We are pleased to announce that the City of Tukwila has partnered with the Department of Revenue's Business Licensing Service (BLS) effective March 28, 2019. From this day forward, BLS will process all City of Tukwila's business licenses and renewals.

Registering with the City of Tukwila through the Business Licensing Service

Our partnership with BLS will allow you "one-stop shopping" when maintaining or renewing many of your state and city licenses. New or expanding businesses will be able to apply for their city license online along with other state and local licenses that partner with BLS.

What do I have to do?

Right now, if you have an existing business license you do not have to take any action. About six weeks before your current license expiration date, BLS will send you a license renewal letter with instructions on how to renew your City of Tukwila business license. You may use E-check or credit card to make payment for online transactions. If you prefer to renew your license by mail using the BLS renewal form, please do so in plenty of time to reach BLS before the expiration date and include a check made out to DOR for the appropriate amount. If the renewal is received after the expiration date, a late filing fee will be assessed.

What if I don't have a business license?

If you don't have a business license in the City of Tukwila and are operating a business, you are required to apply for one. Until March 15, 2019, you must do that in person by coming to City Hall at 6200 Southcenter Boulevard. Businesses found operating without a license are charged additional fees and penalties.

What fees will I have to pay?

For renewals, you will still pay the City of Tukwila license fee, which is based on your part-time and full-time employee count. The first BLS renewal may be prorated for less than a year in order to change your current city license expiration date to match with the expiration date BLS already has for your business in their system. If the renewal is prorated for less than a full year, you probably will not see other fees on this renewal. However, if your renewal is for 12 or more months, it will also show an \$11 renewal processing fee. This fee helps cover BLS processing costs, as well as the printing and mailing of renewals and licenses.

If you have questions

For more information about the new process, visit the BLS website at bls.dor.wa.gov or call BLS at 1-800-451-7985. You can also contact the City of Tukwila for additional information by emailing finance@tukwilawa.gov or calling 206-433-1835. City staff are available at City Hall to assist navigating the BLS website if needed.