

Signature (applicant/agent)

☐ New Registration	☐ Address Change
☐ Ownership Change	☐ Change of Use

City of Redmond Out of City Business License Application

15670 NE 85th St Phone: 425-556-2193 PO Box 97010 MS: 2SPL Fax: 425-556-2400 (This box for internal use only)

Lic. # ______ NAICS

Date

٠ IL	Redmond, WA 98073-9710 Email: <u>business</u>	license@redmond.gov				
	Please complete this form in its entirety as it applies to your business activity in the City of Redmond.					
	Instructions for Completion					
	All items must be completed. Please print or type. Application mediate to the fee schedule on other side to calculate fee due. Payment must accompany completed application. All licenses EXPIRE DECEMBER 31. Renewals are due JANUARY 1. License fees are not prorated. A business license is not transferration. Our office must be notified immediately if business address or ow Business may not operate until the application is approved in accompany.	After FEBRUARY 15 penalties will be added. Solution in the second secon				
	Incomplete or non-compliant applications for which no business licen shall expire and be inactivated, and at least the minimum business licapplicant, the Finance Director may grant extension of the expiration	ense fee shall be forfeited. Upon written request by the				
	Business Information					
	Business Name:	Mailing Address (if different):				
	Business phone: E Owner name(s) and phone number(s):	mail address:				
	Contact name and phone number (if different): Business Type (check one): Sole Proprietor Partr Non-profit – a copy of the IRS 501(C)(3) Federal Exemption cer WA State UBI No: State Contractor's License	tificate must be attached to this application.				
	Business Activity					
	Describe business activity in detail:					
	Date business to start in Redmond: Fee due(complete fee schedule on next page) \$					
	Do you conduct mobile fleet fueling? Do you provide landscaping or tree cutting service? Is your business door-to-door solicitation/peddling? If yes, please request a separate Peddler's License application for each peddler.	es 🗖 no				
	Sign and Date					
	I hereby certify that the statements and information furnished by me knowledge. I acknowledge that the statements and information furn available for public inspection pursuant to State of Washington RCW	ished by me on this application are public records and are				

Printed Name

Business License Fee Schedule

Fee is based on total number of hours worked in Redmond by anyone from this business during the calendar year. Minimum fee of \$92.00 covers up to 1,920 hours worked in Redmond in the calendar year.

Employee Definition: Any person who performs work, labor, or services for a business and is on the business payroll. The term "employee" also includes all full-time, part-time, and temporary employees or workers on the business payroll and self-employed persons, sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents, or personal representatives acting in a fiduciary capacity.

Use either the "Reporting by Hours" method or the "Reporting by FTE" method to calculate the fee due.

A. Reporting by Hours

Determining the total number of hours employees worked within the city:

Note: Employers starting business in Redmond this year will need to estimate the number of employee hours to be worked from the date business started (will start) in Redmond until the end of the current calendar year. Business Licenses expire 12/31 of each year.

- Annual employee hours may be calculated based on the sum of employee hours on the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year.
- The work figure used by L&I is 1,920 hours per year for a full-time employee.
- In addition to the annual employee hours reported on the L&I report, you must include employee hours for sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents or personal representatives acting in a fiduciary capacity.
- It will be the responsibility of the employer to determine the number of hours worked within the city.

Calculating the fee due (see box A at bottom of page):

- Enter the total number of employee hours and multiply by \$.047917 to determine the total amount due.
- The minimum fee for any license is \$92.00, which covers up to 1,920 hours worked in the calendar year. If the amount calculated is less than \$92.00 enter \$92.00 as "fee due". If the amount calculated is greater than \$92.00 enter that amount as "fee due".

OR

B. Reporting by FTE

Determining the number of full-time equivalent employees in Redmond:

Note: Employers starting business in Redmond this year will need to estimate the number of employees who will work from the date business started (will start) in Redmond until the end of the current calendar year. Business Licenses expire 12/31 of each year.

- The number of employees shall be based on the sum of the full-time equivalent employees in the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year, divided by four.
- In addition to the employees reported on the L&I report, you must include sole proprietors, owners, managers, partners, any family members working at the business, and any officers, agents or personal representatives acting in a fiduciary capacity in the employee calculation.
- For businesses with employees who work less than 1,920 hours, the total number of hours worked by all such employees during the
 four quarters of the previous year shall be added together and divided by 1,920 to determine the full-time employee equivalency.
- Businesses that did not file quarterly reports with the Washington State Dept. of Labor and Industries shall determine the number of full-time equivalent employees.

Calculating the fee due (see box B at bottom of page):

- Enter the total number of full-time equivalent employees and multiply by \$92.00 to determine the total amount due.
- The minimum fee for any license is \$92.00, which covers up to 1 full-time equivalent employee for the calendar year. If the amount calculated is less than \$92.00 enter \$92.00 as "fee due". If the amount calculated is greater than \$92.00 enter that amount as "fee due".

Minimum Fee	A. Reporting by Hours Method	OR
\$92.00 (1,920 hrs)	x \$.047917 = \$ No. of employee hours Fee due (if less than 1,920 hrs, pay \$92.00 minimum fee)	

B. Reporting by FTE Method

x \$92.00 = \$

No. of full-time equivalent Fee due employees
(if 1 FTE or less, pay \$92.00 minimum fee)