



City of Wenatchee

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Dear Business Owner,

We are pleased to announce that the City of Wenatchee will streamline its business licensing by partnering with the Department of Revenue's Business Licensing Service (BLS). This partnership will become effective 10/17/2019.

What are the benefits of BLS partnership?

Our new BLS partnership allows you "one-stop" to maintain most of your state and city licenses. For the first time businesses may go online to <http://bls.dor.wa.gov/> to renew your state and city licenses. New or expanding businesses will also be able to apply for their city license online along with other state and local licenses. We are sure you will value the savings that comes with combined licensing.

What do I have to do?

Right now, you do not have to take any action. About six weeks before your current license expiration date, the Business Licensing Service will send you a license renewal letter with instructions on how to renew your City of Wenatchee 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. When you receive your renewal notice, if you have questions, call (800) 451-7985.

What fees will I have to pay?

For renewals, you will still pay the City of Wenatchee 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.

Applying for a license.

The City of Wenatchee has suspending new licensing activity at this time. Activity will resume October 17, 2019 on the BLS website.

Who do I contact if I have questions?

For more information, visit the BLS website at <http://bls.dor.wa.gov/> or call BLS at 1-800-451-7985.