

## City of Sedro-Woolley

Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0929  
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September 12, 2011

Dear Business Owner:

We are pleased to announce that the City of Sedro-Woolley is partnering with the Department of Revenue's Business Licensing Service (BLS). This partnership will become effective September 18, 2011. We are one of several towns or cities to become a BLS partner this year.

### **What are the benefits of BLS partnership?**

Our partnership with BLS will allow you "one-stop" shopping when maintaining or renewing many of your state and cities licenses. In addition to filing on paper, many of you will have the option to renew your city license online. New or expanding businesses will also be able to apply for their city license online along with other state and local licenses that are in the system. We are sure you will value the savings in travel time, wait time, and bookkeeping costs that this service represents.

### **What do I have to do?**

Right now, you do not have to take any action. Six weeks before your current license expiration date, the Business Licensing Service will send you a license renewal form to renew your City of Sedro-Woolley business license. Follow the instructions on the renewal notice.

If you are eligible to file your renewal online, the form will provide you a web address and password. You will use a credit card to make payment for online transactions. If you prefer to mail the paper renewal form, please do so in plenty of time to reach BLS before the expiration date, and include a check for the appropriate amount. If the renewal is received after the expiration date, a late filing fee will be assessed.

### **What fees will I have to pay?**

Your renewal form will list the City of Sedro-Woolley license fee. This 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 a \$9 renewal processing fee. This fee helps cover the cost of running the BLS system, which includes staff for data entry, as well as the printing and mailing of renewals.

### **What can I expect in the future?**

Many other Washington towns and cities are joining BLS, and we are pleased to be among those joining in 2011. This is a proven, cost-effective program that provides benefits to you, the City of Sedro-Woolley, and all businesses in the state. As more cities partner with BLS, the benefits will expand. For the City of \_\_\_\_\_, it means fewer resources will have to be found to handle the paperwork part of our licensing process, even as the city grows.

### **Who do I contact if I have questions?**

You may contact us at (360) 855-0929, Monday thru Friday 8:00 a.m. to 5:00 p.m.

Respectfully,

Patsy Nelson  
Finance Director