

GETTING STARTED CHECKLIST

- ✓ Business plan
- ✓ Determine financing & start-up costs
- ✓ Determine business structure
- ✓ Research and choose company name
- ✓ Create and register your business structure
- ✓ Verify zoning
- ✓ Obtain Washington State Master Business License, local licenses or any required permits
- ✓ Obtain any additional licenses (health district, liquor licenses, contractors, or other professional requirements)

For Small Business Assistance and other resources, call City Hall, your local SCORE office or visit www.YakimaValley.biz

TIETON FAST FACTS

- ⇒ The city of Tieton is a quaint little village located 16 miles west of Yakima, surrounded by mountains and fruit orchards.
- ⇒ It is three hours to Seattle and Portland, and three and a half to Spokane.
- ⇒ Tieton is home to a unique artists incubator community called [Mighty Tieton](#)
- ⇒ Population is 1,191 (2010 est.)

Informacion En Espanol

Yakima County Development Assoc.
www.yakimavalley.biz

Rural Community Development Assoc. & Center for Latino Farmers
www.RCDR.biz

Small Business Development Center:
www.wsfdc.org/spanish-resources

SCORE (free business counseling)
www.score.org/en-espanol

SBA: <http://www.sba.gov>



QUICK REFERENCE

BUSINESS RESOURCE GUIDE FOR TIETON, WASHINGTON



CITY OF TEITON
(509) 673-3162
cityoftieton.com/

Quick Guide to Doing Business in Washington State

Are you thinking about starting a business?

- Are you an entrepreneur? Online self-assessment at SCORE (6).
- Writing a business plan will help guide you and assist you in financial preparations. Need help? Call YCDA(4) or your local SCORE Office (6) to get started.
- How will you finance the business?
Determine how you will finance and how much money you will need.

See table at right for phone numbers and websites, listed by ID number.

Before you start:

- Determine Business type: LLC, Partnership, Sole Proprietorship, Corporation, etc.
- Register with Secretary of State (if required)
- Get your Federal ID Number (also called Taxpayer ID number). (14)
- Determine your business location and check with the City (1) or County (8) to make sure it is zoned properly and allowed. *This is VERY important if you are a home-based business!*

Getting licensed in Washington State (12)

- Check to see if you need to register your business with Washington State.
- Trade Name Register and Search (*Does someone already have the name you want?*) (15)
- Apply for a State Master Business License—Online at www.bls.dor.wa.gov (13)
- IMPORTANT: You need to check with each city you will be doing business in to find out about licensing requirements in addition to the state license.
- Additional licenses—some professions require additional licenses. If you plan to sell, serve or produce alcoholic beverages, you need to work with the Liquor Control Board (16).
- If you are a contractor, you need to register with Labor & Industries (14).
- Food related businesses have special requirements, contact the County Health District (10) **FIRST!**

Understanding Regulatory & Business Tax Requirements

- Internal Revenue Service (Income, Social Security & Federal Unemployment Taxes, Medicare). www.irs.gov
- Washington Department of Revenue (15) (Business & Occupation, sales, & other taxes)
- Washington Department of Labor & Industries (14) (contractor licensing, worker's compensation, wage & hour laws)
- WA Employment Security Department (unemployment tax). www.esd.wa.gov

Need help? If you're not sure where to start, please call us today!

ID	Phone	Quick Reference Contacts
1	509.673.3162	City of Tieton Cityoftieton.com
2	509.673.3162	Tieton Economic Development Cityoftieton.com
3	206.730.6387	Mighty Tieton mightytieton.com
4	509.575.1140	Yakima County Development Association (YCDA) www.ycda.com
5	509.454.7612	Small Business Development Center www.wsfdc.org
6	877.575.9941 509.248.2021	SCORE (Business Counseling)* www.score.org
7	800-827-5722	Small Business Administration* www.sba.gov
8	800.572.7354	Yakima County www.yakimacounty.us
9	800.573.7354	Yakima County Planning Department www.yakimacounty.us/planning
10	509.249.6505	Yakima County Health District www.yakimahealthdistrict.org
11	509.453.5133	Rural Community Development Resources*, Center for Latino Farmers* www.rcdr.biz
12	Washington State Resources: http://access.wa.gov	
13	800.451.7985	WA Department of Licensing http://bls.dor.wa.gov
14	800.354.5423	Labor & Industries— www.lni.wa.gov
15	800.647.7706 (Yakima)	WA Department of Revenue http://dor.wa.gov
16	360.664-.600	Liquor Control Board http://liq.wa.gov
**Websites En Espanol or with Spanish translation		