

City of Seattle Customer #: 33732  
State of Washington UBI #: 178019988-001-0001  
Tax period: Annual\*  
Tax Reporting: Separate



Expiration Date

BUSINESS LICENSE TAX CERTIFICATE  
BUSINESS LICENSE  
COMMERCIAL PARKING  
Reporting frequency: Monthly

12/31/2021

12/31/2021

2021

\* Annual tax return due: Apr 30

UNIVERSITY OF WASHINGTON  
4300 ROOSEVELT WAY NE  
SEATTLE, WA 98105-4718

Not Transferable

Post Conspicuously



## City of Seattle

Department of Finance and Administrative Services

700 Fifth Ave., Suite 4250

P.O. Box 34214, Seattle, WA 98124-4214

Telephone: 206-684-8484 Fax: 206-684-5170

Email: [tax@seattle.gov](mailto:tax@seattle.gov) Website: [seattle.gov/licenses](http://seattle.gov/licenses)

Business License Tax Certificate

Expiration Date: 12/31/2021

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BUSINESS MAILING ADDRESS:

33732 000 3

UNIVERSITY OF WASHINGTON  
JULIA SHANAHAN  
4300 ROOSEVELT WAY NE  
SEATTLE, WA 98105-4718



## INFORMATION REGARDING YOUR BUSINESS LICENSE TAX CERTIFICATE

The Business License Tax Certificate (BLTC) expires each year on December 31<sup>st</sup>. The City will mail a renewal notice to your license mailing address prior to the end of the year. You can renew this certificate online before you receive your mailed notice.

To renew this license or file and pay taxes online please visit [www.FileLocal-wa.gov](http://www.FileLocal-wa.gov). A business account will need to be set up for each business prior to using the system. Tax Preparers will create their own accounts then request access from their clients. Please refer to the FAQ or Quick Start guides at FileLocal for information.

If you need to make changes to your address or other business information contact us by phone or email. Please check periodically to see if your account information is up to date as failure to receive mailings from the City will not provide amnesty for late payments/filings.

If your business has closed, been sold, or you will no longer have business activities in Seattle you must notify our office. You can do so at our website, or in writing (mail or e-mail). Allowing the license to expire or failure to renew will not close your license account and can result in enforcement or collection activity.

This license is not transferable. Any person who becomes a successor of an existing business should apply for a new business license tax certificate and notify us that they are the successor. A successor is liable for the full amount of any taxes/fees owed to the City by the predecessor. For the definition of who is a successor, see SMC 5.30.050(H). Notification starts a six-month period in which the department must ascertain whether the proper amount of tax was paid by the old business; SMC 5.55.130(B)

Your reporting frequency for business (and other) taxes are shown on the front of this document along with your tax due date(s) and expiration dates for your license and other endorsements. Your tax returns must be completed, signed, and filed by the due date even if no tax is owed or whether or not forms were received from our department (per SMC 5.55.040 (A), (B), & (C)). Online activity may exclude you from our tax form mailings.

Unpaid items or unfiled returns may result in a license hold. Please ensure that your account is kept current. Contact us by phone or email if you would like to check the status of your license account.

The department Director or duly authorized agent has the right to enter businesses at reasonable times to conduct inspections and examinations related to licensing, tax requirements, or certain regulated business activities per SMC 5.55.060(C) 1; 5.55.225.

Please stay informed about all license and tax code requirements. Violations of the City license and tax codes are subject to penalties and possible civil or criminal charges per SMC 5.55.220. Notices of code changes are posted online at [www.seattle.gov/license-and-tax-administration](http://www.seattle.gov/license-and-tax-administration)

Telephone: (206) 684-8484

E-mail: [tax@seattle.gov](mailto:tax@seattle.gov)