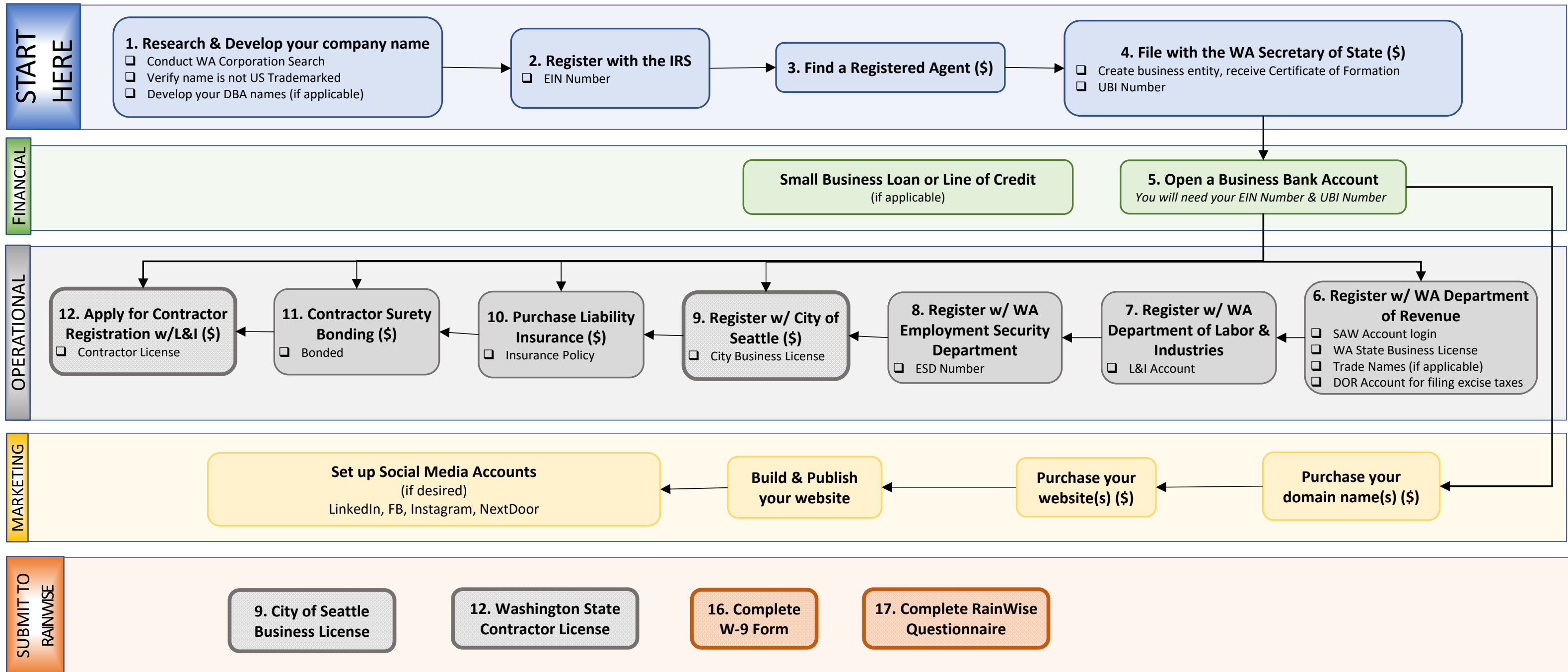


How to Start Your RainWise Business

This document has been compiled as a step-by-step guide to help you form your successful RainWise business. Follow the steps from Left to Right in the flowchart below.

Links on the back of this flowchart will direct you to the webpages where you can complete each step.

To become a RainWise Contractor with the City of Seattle, the paperwork with **bold outlines** and hatched fill will need to be submitted to rainwise@seattle.gov.



How to Start Your RainWise Business: A Step-by-Step Guide

The following step-by-step instructions are intended to help you start a new RainWise business in the State of Washington (WA) and within the City of Seattle. The following resources have been compiled to facilitate the formation of your new business. You can utilize the empty cloud provided on the left of each activity to document the once the step has been completed. The red items listed in the flow chart are the tangible products you need to create your business; these products are also shown in red below. The items shown below within the blue outlines will need to be submitted to rainwise@seattle.gov for review and processing.

Some items below are dependent actions; please refer to the flow chart for additional guidance.

- List
- Step 1: Research & Develop Your Company Name**
 - Verify that another company in WA State doesn't have your proposed business name by conducting a Washington corporation search through the WA Secretary of State office at <https://ccfs.sos.wa.gov/#/> and <https://secure.dor.wa.gov/gteunauth/>
 - Verify your proposed name(s) are not federally trademarked through the US Patent and Trademark Office at 1-800-786-9199 or visit <https://www.uspto.gov/learning-and-resources/support-centers/patent-and-trademark-resource-centers-ptrc/ptrc-basic>
 - Determine what, if any, "trade" or "doing business as" names you would like for your business.
- Step 2: Register with the IRS** Apply to receive your **employer identification number** (EIN) with the US Internal Revenue Service (IRS) here: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- Step 3: Find a Registered Agent** Identify a person or entity appointed to accept service of process and official mail on your behalf of your business.
- Step 4: File with the WA Secretary of State (\$)** A WA limited liability company (LLC) is created by filing a "Certificate of Formation" when a **Unified Business Identifier (UBI)** Number is assigned here: <https://www.sos.wa.gov/corps/limitedliabilitycompaniesllconlineandpaperregistrations.aspx>
- Step 5: Open a Business Bank Account** It is important that you manage your business and personal funds separately. Use your EIN and UBI numbers to open a business checking and/or savings account. Evaluate if taking out a line of credit from a small business lender or a small business loan is right for you.
- Step 6: Register w/ WA Department of Revenue** Sign up for a **Secure Access Washington (SAW)** account to access WA business services online. Follow this link to complete the following <https://secure.dor.wa.gov/home/>
 - Apply for your **WA State Business License** <https://dor.wa.gov/open-business/apply-business-license>
 - Apply for any **Trade Names** (if applicable)
 - File your WA State **Business Excise Tax Returns**
- Step 7: Register w/ WA Employment Security Department** Use your SAW account from Step 6 to login. <https://secure.esd.wa.gov/home/>
- Step 8: Register w/ WA Department of Labor & Industries** Sign up for a L&I account and receive your **LNI account number**
 - If you are hiring employees, obtain Workers' Compensation Insurance <https://www.lni.wa.gov/insurance/insurance-requirements/how-to-get-a-workers-compensation-account/>
 - Register as a Construction Contractor <https://lni.wa.gov/forms-publications/F625-001-000.pdf>

- Step 9: Register w/ City of Seattle (\$)** Sign up for a FileLocal account to obtain your **City of Seattle Business License** and to pay local business taxes here https://www.filelocal-wa.gov/Default_FileLocal.aspx
- Step 10: Purchase Liability Insurance (\$)** from a private small business vendor such as Hiscox, etc. You'll need to obtain a Certificate of **Professional Liability Insurance** to conduct work in the City of Seattle.
- Step 11: Purchase Contractor Surety Bonding (\$)** from a private small business vendor. You'll need to obtain a **Surety Bond** to conduct work in the City of Seattle.
- Step 12: Register as a Construction Contractor w/ WA LNI** to obtain your Contractor's License <https://lni.wa.gov/forms-publications/F625-001-000.pdf>
- Step 13: Purchase your domain name(s) (\$)** from vendors such as Hover. (Tip: Domain vendors such as GoDaddy require an extra fee to ensure your privacy)
- Step 14: Purchase and Build your website(s) (\$)** through an online vendor such as SquareSpace, WordPress, etc.
- Step 15: Set up Social Media Accounts** (if desired) Advertise your new business on LinkedIn, Facebook, Instagram, NextDoor, etc.
- Step 16: Complete a W-9 Form** from the IRS <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Step 17: Complete the RainWise Questionnaire.** You can find this questionnaire in your packet from RainWise.

The last and final step in becoming a RainWise Contractor is to gather the following information and submit it for review:

- City of Seattle Business License
- RainWise Questionnaire
- Contractor's License
- W-9 Form

- Step 19: Submit your new contractor paperwork package to rainwise@seattle.gov**

