



You're in Business

What to expect

Congratulations, you're in business! Keep in mind your ongoing business obligations. Review the following information to stay on track:

- Contractor specific requirements
- Control workers' comp costs
- Understand business taxes
- Track important reporting and renewal requirements

Contractor specific requirements

Advertising requirements & Model Disclosure

Advertising: By law, when you advertise, solicit bids or offer to perform work, you must use your contractor registration number. Learn more about advertising rules in L & I's [Construction Contractors: Steps for Success](#) guide.

Model Disclosure Statement Notice to Customers: You must provide the [Model Disclosure Statement](#) to consumers for all residential jobs of \$1,000 or more and for commercial projects of \$1,000 to \$60,000.

Prime Contractor Liability

You could be liable for unpaid workers' compensation: Under Washington State law, prime contractors may have to pay for unpaid workers' compensation premiums for any business you hire or contract with. Review L & I's [Prime Contractor Liability](#) page to learn about the requirements to protect yourself.

Hiring independent contractors

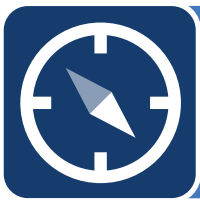
Know the rules: Use L & I's [Independent Contractor Guide](#) for step-by-step information about hiring independent contractors, getting started and applicable laws.

Workers' comp costs

Control your workers' comp costs

Keep your premium costs as low as possible: View the resources available on L & I's [Controlling Your Workers' Comp Costs](#) page to learn how to reduce your premiums and calculate your rates.

continued



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Understand business taxes

State business taxes

Get expert advice: Check out the New Business Tax Basics Guide from the WA State Department of Revenue.

Ongoing Requirements: Filing, Reporting & Inspections

Topic	Agency	Report/Payment Frequency
Employee Reports		
State Unemployment Insurance	Washington State Employment Security Department	Quarterly
State Workers' Compensation Insurance	Washington State Department of Labor & Industries	Quarterly
State New Hire Reporting Program	Washington State Department of Social & Health Services	Within 20 days of hire
Federal Income Tax, Social Security & Medicare (Form 941)	Internal Revenue Service	Quarterly with monthly or semi-monthly payments
Federal Unemployment (Form 940)	Internal Revenue Service	Quarterly with quarterly payments
Federal Income Tax (W-2/W-3)	Social Security Administration	Annually
Business Taxes		
Benton County Property Tax and Benton County Personal Property Tax	Benton County Treasurer	Annually
State B & O Tax; State Retail Sales Tax; and State Use Tax	Washington State Department of Revenue	Agency Determination
Federal Business Income Tax	Internal Revenue Service	Agency Determination
License, Registration/Permit Renewals and Inspections		
Corporation and Limited Liability Corporations Annual Report (Renewal); State Business Specialty Licenses; and Kennewick Business License	Washington State Business Licensing Service	Annually
Contractor Registration	Washington State Department of Labor & Industries	Every two years
Safety & Health Inspections	Washington State Department of Labor & Industries	Possible Inspection at any time

*Print the [Ongoing Requirements](#) table to take it with you.