

Ongoing Requirements: Filing, Reporting & Inspections



RegulatoryRoadmap
WASHINGTON STATE DEPARTMENT OF COMMERCE

Use the table to identify your reporting, filing and inspection frequency.

Topic	Agency	Report/Payment Frequency
Employee Reports		
State Unemployment Insurance	Washington State Employment Security Department	Quarterly
State Worker's 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
Notes		

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These tools are provided for guidance purposes and should not be used as a substitute for codes and regulations. The user is responsible for compliance with all requirements, regardless of whether they are referred to or contained within these documents.