



**FINANCE DEPARTMENT
CITY OF MERCER ISLAND, WASHINGTON**

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City of Mercer Island Business License Changes

September 2019

Dear Business Owner:

GREAT NEWS! You asked and we listened! Effective October 10, 2019, you will be able to process and pay your City business license online. We are pleased to announce that the City of Mercer Island has partnered with the Washington State Department of Revenue's Business Licensing Service (BLS).

Registering with the City of Mercer Island through the Business Licensing Service

Our partnership with BLS will allow you "one-stop shopping" when maintaining or renewing many of your state and city licenses. New or expanding businesses will be able to apply for their city license online along with other state and local licenses that partner with BLS. We are sure you will value the savings in travel time, wait time, and bookkeeping costs that this service represents. (Please note, B&O returns will not be processed by the State; please continue to send those directly to the City.)

What do I have to do?

Right now, you do not have to take any action. About six weeks before your current license expiration date (mid-November), the State's Business Licensing Service will send you a license renewal letter with instructions on how to renew your City of Mercer Island business license. You may use E-check or credit card to make payment for online transactions. If you prefer to renew your license by mail using the BLS renewal form, please do so in plenty of time to reach BLS before the expiration date and include a check made out to DOR for the appropriate amount. If the renewal is received after the expiration date, a \$15 late filing fee will be assessed pursuant to [RCW 19.02.085](#).

What fees will I have to pay?

For new or renewing licenses, you will pay the City of Mercer Island license fee which is still \$30. Your first renewal under the online system may be prorated for less than a year's duration in order to adjust your Mercer Island city license expiration date to match with the expiration date BLS already has for your business in their statewide system. If the renewal is prorated for less than a full year, you probably will not see other fees on this renewal. However, if your renewal is for 12 or more months, it will also show an additional \$11 renewal processing fee. This fee helps cover BLS processing costs, as well as the printing and mailing of renewals and licenses.

For more information, visit the BLS website at bls.dor.wa.gov or call BLS at 1-800-451-7985.

REMEMBER

*This new online option applies only to Business Licenses;
business owners must still send B&O returns directly to the City of Mercer Island.*