



Post Office Box 90012 • Bellevue, Washington • 98009 9012

FINAL NOTIFICATION

Subject: City of Bellevue Business Registration of UBI #:
Business Location:

Dear Business Person:

The City of Bellevue Tax Division has sent you several letters requesting that you register the above referenced business. All businesses engaged in any business activity in Bellevue, whether or not the business is subject to any tax imposed, must register with the City unless specifically exempted per Bellevue City Code (BCC) 4.03.025.

Engaging in business is defined under BCC 4.09.030(L). It includes but is not limited to such activities as soliciting sales, maintaining accounts, leasing equipment, or operating a business from a Bellevue location. It appears you are engaging in business in Bellevue and upon review of our records, we are unable to find a current registration for the business referenced above.

If this business is already registered with Bellevue or you are not engaging in business in this city, please complete the bottom portion and provide an explanation as needed on the face of the letter, then remit the letter back to us with the additional information so we can update our records.

If the business referenced above is not registered, please complete a Washington State Business License Application and City Addendum. We partner with the State and use the same application. The application materials can be downloaded from our website at www.bellevuewa.gov/business_licenses.htm.

Thank you in advance for your cooperation with the registration of your business. Your registration or response is now past due and requested at your very earliest convenience. If you have any questions, please contact a Tax Division Representative by phone at (425) 452-6851 or by email at tax@bellevuewa.gov.

Sincerely,

The Tax Division

City of Bellevue Registration Number: _____

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Contact Person: _____ Phone: _____

Mailing Address (if different from above): _____

Finance Department • Tax Division

(425) 452-6851 • Fax (425) 452-6198 • Email: tax@bellevuewa.gov
Located at 450 110th Ave NE Street, Bellevue, Washington 98004

