



Post Office Box 90012 • Bellevue, Washington • 98009 9012

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

Dear Business Person:

The City of Bellevue Tax Division periodically contacts businesses and individuals about business activities that may have been, or are currently being conducted in Bellevue. Our goal is to inform businesses engaged in business activity to ensure compliance with Bellevue City Code Title 4 (Revenue & Finance) and Title 5 (Business Licenses and Regulations). 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 follow the enclosed instructions for registering your business within 30 days of the date of this letter. We partner with the State and use the Washington State Business License Application. You may complete it online or print the application and City Addendum, fill out, and return both with the appropriate payment to the State for processing.

Thank you in advance for your assistance in this matter. If you have any questions, please contact a City Tax Division Representative by phone at (425) 452-6851 or by email at [tax@bellevuewa.gov](mailto:tax@bellevuewa.gov).

Sincerely,

The Tax Division

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City of Bellevue Registration Number: \_\_\_\_\_

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Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

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**Finance Department • Tax Division**

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

