Business and Occupation (B&O) Tax

On December 4, 2017 the City Council adopted a B&O tax in Shoreline. All businesses operating in Shoreline that have gross receipts in excess of $500,000 per year (or $125,000 per quarter), except 501(C)(3) non-profits, will be subject to the tax effective January 1, 2019. A rate of 0.001 will be applied to all gross receipts for all business classifications except services which will be taxed at a rate of 0.002.

FileLocal Transition

The City will partner with FileLocal for business licenses and tax. FileLocal is an agency operated by participating cities to offer a web-based option that allows users to transact business with multiple cities in one virtual location. FileLocal allows users to: file business license applications, pay business license renewals, and to file and pay local B&O tax returns. Participating cities include: Seattle, Bellevue, Everett, Tacoma, Lake Forest Park, and Renton. Shoreline and Bremerton have joined FileLocal and are coming online soon.

Until January 1, 2019, the City of Shoreline will maintain its partnership with the State of Washington Business Licensing Service (BLS) to handle applications for business licenses through the state’s combined-licensing process. If you need to register a business license or renew a currently active one, please do so before December 24, 2018 on BLS at: bls.dor.wa.gov.

The City of Shoreline is transitioning to FileLocal for its business licensing and tax filing solution, effective January 1, 2019. Effective January 1, 2019, the City of Shoreline will be using a combined tax form for B&O Tax, Utility Tax and Gambling Tax. The combined form will be made available through FileLocal for filing, effective January 1, 2019.

Effective January 1, 2019, business licensing requirements will change per Shoreline Municipal Code (SMC) 5.05. A minimum threshold will apply; any persons or businesses conducting business within the City and generating equal to or more than $2,000 will require a business license, unless otherwise exempted in SMC 5.05.040.

For general information regarding FileLocal, please visit www.filelocal.org.

More information & questions

For help with any questions, please contact the City Clerk’s office:

PHONE: (206) 801-2230
WEB: shorelinewa.gov/businessoccupationtax
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