**Dear Business Licensee:**

**City business license change effective January 1, 2019**

Beginning January 1, 2019, if your business is not located in the city and has annual gross revenues less than $2,000 **[or insert higher amount if your city chose a higher threshold]** in the city, your business will no longer be required to **[file for a city business license or pay a business license fee (depending on option adopted by the city)]**.

**Why the change?**

In 2017, the Legislature passed **EHB 2005** (RCW 35.90), requiring cities with local business licenses to adopt a minimum threshold for out-of-city businesses and a definition of “engaging in business” as part of a city model business license by January 1, 2019. (RCW 35.90.090)

**What is changing?**

The city implemented changes to the business license with a minimum threshold that all business license cities were required to adopt. Some cities may still require a license but charge no fee, others have exemptions below the threshold. If your business is located in the city or your business revenue is above the threshold, the threshold does not impact your requirement to get a business license. The threshold also does not apply to regulatory licenses, such as **[insert examples]**, or other local taxes.

**[insert other changes if you made any]**

**More information**

The city adopted the changes this fall, and the changes will take effect on January 1, 2019.

**Questions?**

Contact **\_\_\_\_\_\_\_\_\_** or **[website link]**.