

# FileLocal Update

## Seattle City Council

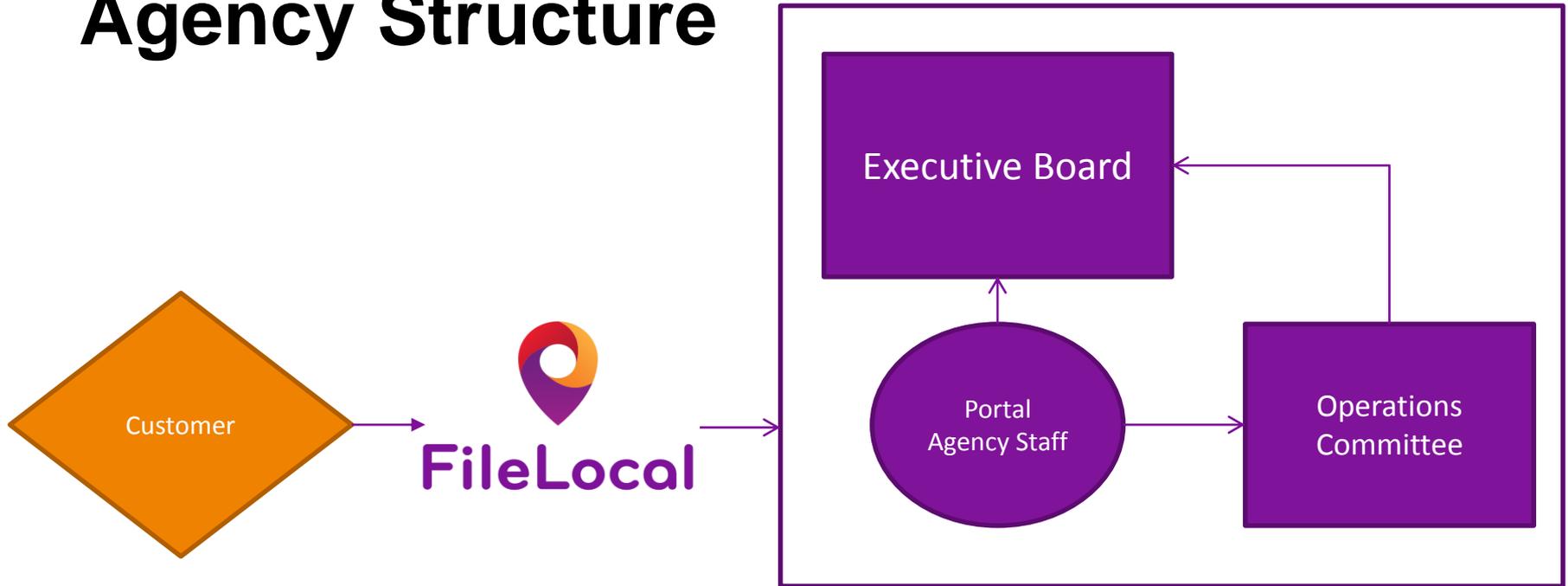
December 4, 2014

**FileLocal: An online tool giving users a  
easy way to apply for a business license  
and file local B&O taxes.**

## **PARTICIPATING CITIES**

- Bellevue
- Everett
- Seattle
- Tacoma

## Agency Structure



# FILELOCAL PROMISE:

Launch only when we are certain the system can deliver what has been promised to our partners and stakeholders.

## LAUNCH TIMELINE

- End-to-end testing has begun
- Outreach & feedback from business users early 2015
- Sequential launch of original partner cities starts mid-2015
- New member cities online in 2016

## BUSINESS OUTREACH TO DATE

- Focus groups with large & small businesses
- Seattle Tax Advisors
- Association of Washington Businesses
- Downtown Seattle Association members
- Washington Finance Officers Association
- Local Chambers of Commerce
- The Washington Society of Certified Public Accountants

# WHAT IT LOOKS LIKE

# LANDING PAGE



Your one stop for local business licensing and tax filing

\* Test site for administrators only - do not use this site to file forms. \*

[Home](#)

[Lookup](#)

[Support](#)

[FAQ](#)

**Simple. Fast. Time saving.** Not the words you usually associate with filing B&O taxes or getting a business license.

Sign in, or create a business or tax preparer account below to get started with FileLocal. Your one stop for local business licensing and tax filing.

[Forgot your password?](#)

Remember Username

**SIGN IN**

Filing a form for a business with one or more locations? Create a business account to begin e-filing and making e-payments today!

**CREATE BUSINESS ACCOUNT**

[View the Taxpayer Quick Start Guide](#)

Preparing forms for multiple businesses? Create a tax preparer account to begin e-filing returns for multiple businesses—all from one account.

**CREATE TAX PREPARER ACCOUNT**

[Learn more about Preparer Accounts](#)

Website Support

Phone: (225) 215-0100

Toll Free: (800) 227-7059

Email: [Support@B7LicenseOnline.com](mailto:Support@B7LicenseOnline.com)



More Information

[Contact tax authority](#)

[Privacy Statement](#)

[General Terms & Rules for Use](#)

# HOW TO SIGN UP

## Sign Up for a New Account

To begin filing forms online, you will be taken through the registration process to create an online filing account. After you have completed the first step, you may leave the registration process to come back and continue at any time. After you have completed all steps, you will be able to begin filing. All fields marked with an asterisk (\*) are required. Be sure to store your username and password in a safe place. Click [here](#) to view instructions for completing the registration process.

Any personal information collected is used within FileLocal to authenticate your account with the appropriate City Authorities. This information will not be disclosed or shared in any way with any outside entities without your explicit permission.

### Online Account Information

All fields marked with an asterisk (\*) are required.

- 1 **Sign Up**
- 2 Security Question
- 3 UBI Question
- 4 Business Information
- 5 Locations
- 6 Form Setup

Create your Username:

You'll need your Username every time you want to log in to your account. Please enter the Username you wish to use. Your Username is not case sensitive and cannot contain spaces.

Create your Password:

Re-enter the Password:

First Name:

Last Name:

Title:

Phone Number:

Fax Number:

Email Address:

# MANAGE YOUR ACCOUNT

Signed in as **Laurietester901**

LOG OFF



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[Home](#)

[Create Form](#)

[My Forms](#)

[Account Center](#)

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## Welcome to FileLocal, Laurie d.

### Forms



[File a New Form](#)

### Application & Renewals



[Apply for General Business License](#)



[Renew a License](#)

### My Account



[Account Information](#)



[Activity Center](#)



[Account Numbers](#)



[View Statement](#)

### Notices

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# TRACK YOUR ACTIVITIES

## Activity Center

Type:  City:

Filing Period:  Status:

[VIEW STATEMENT](#)

## License

License Year	Account Number	Business Location	City	Status	Action
2014	Applied For	Laurie trade name 1	Tacoma	Processing	
N/A	Applied For	Location 3	Bellevue	Processing	

## Applications and Renewals

Pay Now	Filing Period	Due Date	File Date	Form	Account Number	Location	Amount	Status	Action
	2014	N/A	11/14/2014	Tacoma GBL Application	Applied For	Laurie trade name 1	\$25.00	Filed	<a href="#">PRINT/VIEW</a>
	2014	N/A	11/17/2014	Bellevue GBL Application	Applied For	Location 3	\$86.00	Filed	<a href="#">PRINT/VIEW</a>

## Tax

Pay Now	Filing End Date	Due Date	File Date	Form	Account Number	Location	Amount	Version	Status	Action
	09/30/2014	10/31/2014	11/14/2014	Everett B&O Tax Form	555555	Laurielocation 2	\$4,670.07	Original	Payment Processing	
	06/30/2014	07/31/2014	11/14/2014	Tacoma B&O Tax Form	555555	Laurie trade name 1	\$7.44	Original	Payment Processing	

**QUESTIONS?**