





Online Filing Guide

<https://taxlicense.rentonwa.gov>

Registration Steps

- Go to: <https://taxlicense.rentonwa.gov>
(Please use Internet Explorer or Chrome)
- Click  in top right
- Enter your UBI, Security Code and a valid email.
- You will receive an email containing a link to set up your password.
- Click the link and create a password following the instructions on the page.
- After creation of your password please click  in the upper right of the screen and enter your UBI, password (just created), and the special characters.
- After logging in please see the steps to complete your license renewal.

Business License & Tax Filing Steps

- After creating your account you will need to go to the “Returns To Be Filed” section and click on the link to complete the renewal and taxes.
- The system will ask for your Total Hours Worked in Renton as well as your Gross Renton Revenue. Failure to enter an amount will not be accepted. These figures are REQUIRED.
- Depending on the amount of revenue earned in Renton you will either be directed to the B&O Tax form to be completed or the system will complete a Per Employee License Fee Calculation. (The current threshold for B&O Tax is \$1.5 million in Renton revenue.)
- After completion of either the B&O Tax or the Per Employee License Fee you will need to check the box to certify the return and enter in all of the required information. Then simply click the “Submit” button.
- You can pay with credit or debit card, ACH or you can simply chose the “Pay by Mail” option and send a check with your payment voucher.
- If your company has an ACH block please see our FAQ section for instructions

If you have any issues or need any assistance contact us at:

Phone: 425-430-6950

Email: tax@rentonwa.gov

Email: bltechsupport@rentonwa.gov