



CONGRATULATIONS! You are eager to start a business in downtown Selah and we are a resource to help you on your way. The Selah Downtown Association is here to walk you through the process and answer questions that may arise on your business journey. We are providing you with a business startup checklist, several community resources, and a quick list of who's who in Selah to assist you with the paperwork side of the business to make sure you aren't missing any important steps along the way. We are excited to meet you and watch you thrive in our community.

Getting a business started:

- € Professional License with the state of Washington for your occupation if needed.
- € Choose your business entity name and filing (Sole proprietor, LLC, S Corp, Partnership and etc.).
- € Apply for a UBI # with the State of WA www.dor.wa.gov Cost \$90.
- € If you are more than a sole proprietor, you will need to file documents with the Secretary of State to register your business entity. www.sos.wa.gov Cost \$180 paper form (slower) or \$200 online (faster) State License.
- € If you are a sole proprietor, you use your personal social security number to file taxes with the IRS. If you are not and have a business entity you will need an EIN # from the IRS. www.irs.gov Cost \$0.
- € City of Selah business license. This is now completed with your UBI registration. Contact Doraine Bigby at Selah City Hall (509)698-7338 if you need help. Business licenses cost \$50 if your business is less than 10 employees.
- € Once you have an EIN# you can go to your bank and start an account. Your bank may want more information like a document of articles of incorporation. This document can be made online for free at www.legalzoom.com They will have you sign up for a trial, but you can cancel before they charge your card. IF you are a sole proprietor, you may not be able to open a business account with your company name. BUT it is imperative that you open a separate account for your business to not mix with your personal accounts. Talk to your bank on what is needed and they can walk you through the process.
- € You will need commercial business insurance. There are several agents here in Selah that can help you find the coverage that you need. The cost varies and you will need to speak with your insurance agent.
- € The UBI # mentioned earlier is what you use to file state taxes. You are responsible for charging tax to your customers if required by state law. This tax is not income, you save it and pay it to the state either monthly, quarterly, or yearly depending on the income you earn. You will need an online SAW account with the Department of Revenue www.dor.wa.gov. Cost \$0. You will link your bank account to your SAW account to pay state taxes. A part of the taxes you will pay to the state are the B&O (Business & Occupation) Taxes. Talk to the Selah Downtown Association, we can show you how to keep those taxes local and write them off on your federal taxes.
- € You will also pay taxes yearly with the IRS just like you do with your personal taxes. A CPA can help you navigate the tax laws and help you file correctly.
- € Bookkeeping-knowing how much is coming in and out of your business is IMPORTANT. Keep all expenditures and income records. Every month go over your bank statement and find a record keeping system that works for you. QuickBooks is an example of a record keeping system, but even a simple spreadsheet can help track your income and expenditures.
- € How will you take payment? Cash, Card, Check, Apple Pay, Google Pay, Venmo, Cash App? Ask local businesses what they use for their business. Square and Clover are popular pos systems around Selah.
- € Advertising-Getting the word out about your business. Social Media, news releases, word of mouth, and having amazing customer service. Networking-making connections that talk positively about your business.

Before you rent/lease/buy a space:



- € Find out if the commercial space you are looking to lease is zoned correctly for your business. Selah Planning Department can help you with this information. If the zoning is correct, then no remodel work permits are needed to have your business move into space. If the zoning is not right, you may need to invest money into getting the space properly zoned for your business. This is your expense, not the landlord's. Any improvements to the inside of the building are your responsibility. Contact Jeff Peters (509)698-7365 with questions about what improvements, repairs, or updates require a permit.
- € Signage in the city of Selah needs approval from the planning department and requires a permit. Planning can help educate you on what is allowed and not allowed BEFORE you invest in signage. Contact Jeff Peters- (509)698-7365.
- € Decide if you want a long-term or short-term lease. Long-term leases are 5 years, short term can be month-to-month or 1-year leases. Find out what is included in the lease and read it carefully. Know the average cost of utilities for your location. Who is responsible for snow removal? Ask lots of questions before you commit to a location. Talk to other business owners about questions they should have asked before they signed a lease. Educate yourself by ASKING A LOT OF QUESTIONS.

This is not an exhaustive list of what you may need. If any questions arise, please contact us and we can help you directly or point you in the direction of the right resource you may need.

Who's Who in Selah:

- € Selah Downtown Association (SDA): A Washington Mainstreet Organization whose mission is to cultivate strong partnerships by promoting our Historic Downtown as the community's economic and cultural center. The SDA is a 501C3 and is independent of the City of Selah. SDA is mostly run by volunteers. To get involved, call 509 490 1527 or email selahdowntownassociation@gmail.com Their website is www.selahdowntown.org
- € Selah Chamber of Commerce (SCOC): The SCOC's mission is to serve the interests of member businesses while advocating business advancement, economic growth, and community awareness. If you're a business that is new to Selah, be sure to ask them about a ribbon cutting to help promote your business! They meet on the 3rd Wednesday of each month at the Selah Civic Center. Enjoy a networking lunch at 11:30, and then each month's highlighted and spotlighted speaker at noon. Membership is not required to attend. The SCOC is a 501C3 and is independent of the City of Selah. For questions, call 509 698 7303, email selahchamber@fairpoint.net, or visit www.selahchamber.org
- € The Selah Park and Recreation Service Area (SPRSA): A junior taxing district whose main goal is to offer a variety of recreation programs for youth and adults in the Selah community. SPRSA is governed by a 7-member volunteer board appointed by the City of Selah, the Selah School District, and the Yakima County Commissioners. SPRSA and the Bruce Buchannan Aquatic Center are not governed, funded, or run by the City of Selah. For more information, visit <https://www.selahaquaticcenter.org/sprsa>.
- € Selah Naches Food Bank: To change lives in the communities they serve by feeding the hungry today and building a healthy, hunger-free tomorrow! This organization is a 501C3, and independent of the City of Selah. They are working to build a physical location to better serve our community, but for now, you can find them Monday and Friday from 9-11 am at the Selah Civic Center. For more information, visit <https://selahnachesfoodbank.org/>.
- € Selah Parks Foundation - The Selah Parks Foundation was formed to create significant opportunities for conservation, education, and recreation. It allows interested individuals and groups to support projects which



enhance the quality of life by preserving land, environment, and natural heritage. To fulfill the dream and goals of Selah’s citizens, we must continue to invest in an array of educational and recreational activities accessible to everyone, especially our youth. The Selah Parks Foundation is a 501(c)3 Community Nonprofit Organization, independent of the City of Selah. For more information, email selahparksfoundation@gmail.com or visit <https://www.selahparksfoundation.org/>.

Community Resources:

- Selah Fire Department 509-698-7310
- Selah Police Department 509-698-7346
- City of Selah Water Sewer Garbage 509-698-7326
- City of Selah Planning & Public Works Department 509-698-7365
- Selah National Little League 509-406-0835
- AAU – IEAAU.org. Click on players looking for a team and it will show you contact numbers for all Selah teams starting with kindergarten.

Utilities:

- Pacific Power 1-888-221-7070
- Cascade Natural Gas 1-888-522-1130
- Spectrum Internet 1-877-463-0677
- Consolidated Phone & Internet 509-697-7267

Need more business resources, guidance, or help? Try reaching out to the Washington Small Business Development Center or SBDC, the contact for the Selah area is Kirk Duncan, you can email him at Kirk.Duncan@wsbdc.org, or schedule an appointment at calendly.com/kirk-at-washingtonsbdc.

Wishing you much success!

The Selah Downtown Association