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August 10, 2020

Dear Business Owner:

We are pleased to announce that the City of South Bend has partnered with the Department of Revenue's Business Licensing Service (BLS) effective April 30, 2020. BLS will process the City of South Bend's business licenses and renewals.

### **Registering with the City of South Bend through the Business Licensing Service**

Our partnership with BLS will allow you "one-stop shopping" when maintaining or renewing many of your state and city licenses. New or expanding businesses will be able to apply for their city license online along with other state and local licenses that partner with BLS. We are sure you will value the savings in travel time, wait time and bookkeeping costs that this service represents.

### **What do I have to do?**

Right now, you do not have to take any action. About six weeks before your 2020 license expiration date, the Business Licensing Service will send you a license renewal letter with instructions on how to renew your City of South Bend business license. You may use E-check or credit card to make payment for online transactions. If you prefer to renew your license by mail using the BLS renewal form, please do so in plenty of time to reach BLS before the expiration date and include a check made out to DOR for the appropriate amount. If the renewal is received after the expiration date, a late filing fee will be assessed.

### **What fees will I have to pay?**

For renewals, you will still pay the City of South Bend license fee, which is \$50.00. The first BLS renewal may be prorated for less than a year in order to change your current city license expiration date to match with the expiration date BLS already has for your business in their system. If the renewal is prorated for less than a full year, you probably will not see other fees on this renewal. However, if your renewal is for 12 or more months, it will also show an \$11 renewal processing fee. This fee helps cover BLS processing costs, as well as the printing and mailing of renewals and licenses.

### **If you have questions**

For more information, visit the BLS website at [bls.dor.wa.gov](http://bls.dor.wa.gov) or call BLS at 1-800-451-7985

Respectfully,

Kim Porter  
Administrative Assistant