AGENDA
9:00 a.m. – Welcome and overview of workshop agenda
  ➢ Intro of SBRR partners

9:05 a.m. – Keynote speaker, Michael Ervick, Manager, Small Business Liaison Team
  Governor’s Office for Regulatory Innovation and Assistance (ORIA)

9:25 a.m. – Business-Friendly Programs – ESD/WDC/WS
  ➢ South Central WDC and WorkSource Yakima
  ➢ Tax & Wage
  ➢ WOTC/Bonding
  ➢ SharedWork
  ➢ Paid Family and Medical Leave

S-T-R-E-T-C-H  BREAK

10:15 a.m. – Department of Labor and Industries

S-T-R-E-T-C-H  BREAK

11:10 a.m. – Department of Revenue

11:55 a.m. – Complete workshop survey and closing comments

12:00 noon – One-on-one questions with presenters

12:30 p.m. Workshop closed
Michael Ervick
Small Business Liaison, Business Services
Governor’s Office for Regulatory Innovation and Assistance (ORIA)
Contact via: help@business.wa.gov
How Important is Small Business in Yakima County According to Reference USA

There are 338,813 “active” businesses in Washington State and 9,365 of them are in Yakima County

- 99.9% have less than 500 employees (Federal)
- 99.7% have less than 250 employees (International)
- 96.3% have less than 50 employees
- 91.1% have less than 20 employees
- 6.6% are sole proprietors with no employees
- 0.1% are considered big businesses (Federal)
Our Economy has Always been a Small Business Economy.
Three Very Important State Resources

• Office for Regulatory Innovation and Assistance (ORIA) – **Call Center**
• Small Business Liaison Team (SBLT) – **Experts**
• BUSINESS.WA.GOV – **Information**
We help residents and businesses understand and navigate Washington's regulatory processes.

We help you find the answers to your questions about starting, running and growing a business in Washington.

We do research or connect you with the right people in local, state or federal agencies.
Three Very Important State Resources

- Office for Regulatory Innovation and Assistance (ORIA) – Call Center
- Small Business Liaison Team (SBLT) – Experts
- BUSINESS.WA.GOV – Information
Passion Led Us Here
About the Small Business Liaison Team (SBLT)

• Representatives started working together in 2006
• SBLT was formally recognized in 2012 by Executive Order 12-01
• ORIA facilitates the SBLT
• Over 2 dozen state agencies and commissions participate
• SBLT Vision - Making Washington State the best place to do business
• SBLT Mission - We listen to businesses, then drive action to make it easier to do business in Washington State.

• Download a contact sheet here: [http://business.wa.gov/liaisons](http://business.wa.gov/liaisons)

We work together to help start, run and grow small businesses in the state of Washington.
Leading the Way to Build a Statewide Public Private Partnership
Three Very Important State Resources

• Office for Regulatory Innovation and Assistance (ORIA) – Call Center
• Small Business Liaison Team (SBLT) – Experts
• BUSINESS.WA.GOV – Information
• [http://business.wa.gov/bel20](http://business.wa.gov/bel20)
• One place for a businesses to start, run, and grow
• Mobile friendly website, so follow along with your smart phone
We Connect You...
..to answers
..to solutions
..to people

Linking entrepreneurs and small businesses to Washington state resources

Our service is free and we are ready to help.

Trending Now
Frequently asked questions, new regulations, popular topics.
Learn More →

Road Map for opening a business
Step-by-step instructions on how to register and license your business in the state of Washington.
Learn More →

Small Business Guide
This free Guide provides links to valuable resources, and outlines the steps for starting and operating a business in the state of Washington (available in six languages).
Open the Guide →
Live Support Chat
# Washington State Small Business Liaison Team

<table>
<thead>
<tr>
<th>Agency</th>
<th>Services</th>
<th>Liaison</th>
</tr>
</thead>
</table>
| Governor's Office for Regulatory Innovation & Assistance       | Assistance with local, state, and federal business licensing regulations and environmental permitting. | Michael Ervick  
michael.ervick@gov.wa.gov  
360-725-2663                                                 |
| Dept. of Labor & Industries                                   | Regulate Workers Compensation; employment standards & policies; workplace safety & health and Contractor Registration. | Andrew Bryan  
360-902-4730  
Celia Nightingale  
360-902-4865  
smallbusiness@lni.wa.gov                                     |
| Dept. of Revenue                                              | Regulate tax account registration, state business Excise taxes, and tax Incentives/Credits. | Janet Shimabukuro  
janets@edor.wa.gov  
360-705-6602                                               |
| Business Licensing Services                                   | Partnered with select cities to provide one-stop state and city business licensing services. | Kim Johnson  
kimberlyj@edor.wa.gov  
360-705-6615                                               |
smallbusiness@esd.wa.gov  
360-902-9540                                                |
| Secretary of State Corporations & Charities                  | Register Corporate Business Entities, Charitable Organizations, Trademarks, and Domestic Partnerships. | Patrick Reed  
patrick.reed@sos.wa.gov  
360-725-0358                                                |
| Commission of Hispanic Affairs                               | Improving the development of public policy and government services to the Hispanic Community. | Nancy Rocha Aguilar  
nancy.rochaagular@cha.wa.gov  
360-725-5661                                                 |
Self Guided Research
8 Steps to forming a business in Washington State

This is a road map for opening a business in the state of Washington. There are eight steps in the road map but not all of them will apply to your business. We recommend you read through all steps in this road map before applying for your business license. You can download the Road Map as a PDF file if you prefer that format.
King County Pilot Project
(Bellevue, Bothell, Kirkland, Redmond)

Expanding business.wa.gov to include:

• Local content filtered by user preferences
• User managed notifications
• Summary of business information held by the state
• http://demo.business.wa.gov
<table>
<thead>
<tr>
<th>Area</th>
<th>Area</th>
<th>Area</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algonia</td>
<td>Auburn</td>
<td>Beaux Arts Village</td>
<td>Bellevue</td>
</tr>
<tr>
<td>✔️ Black Diamond</td>
<td>Bothell</td>
<td>Burien</td>
<td>Carnation</td>
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<td>Clyde Hill</td>
<td>Covington</td>
<td>Des Moines</td>
<td>Duvall</td>
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<td>Federal Way</td>
<td>Hunts Point</td>
<td>Issaquah</td>
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<td>Kenmore</td>
<td>Kent</td>
<td>Kirkland</td>
<td>Lake Forest Park</td>
</tr>
<tr>
<td>Maple Valley</td>
<td>Medina</td>
<td>Mercer Island</td>
<td>Milton</td>
</tr>
<tr>
<td>Newcastle</td>
<td>Normandy Park</td>
<td>✔️ North Bend</td>
<td>Pacific</td>
</tr>
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<td>Redmond</td>
<td>Renton</td>
<td>Sammamish</td>
<td>SeaTac</td>
</tr>
<tr>
<td>Seattle</td>
<td>Shoreline</td>
<td>Skykomish</td>
<td>Snoqualmie</td>
</tr>
<tr>
<td>Tukwila</td>
<td>Unincorporated King County</td>
<td>Woodinville</td>
<td>Yarrow Point</td>
</tr>
</tbody>
</table>

**FREE SMALL BUSINESS WORKSHOPS**

Pasco, WA, Thursday, Oct. 24, 2019 ✔️
Spokane, WA, Tuesday, Oct. 29, 2019 ✔️
In Closing
Information Center
1.800.917.0043

• Make this your first call.
• Available **Monday through Friday, 8 a.m. through 5 p.m.**
• Friendly, knowledgeable about regulations, and **our service is free.**
  Contact us and we will help you with your questions.
• **We really want you to succeed**

E-mail: [help@business.wa.gov](mailto:help@business.wa.gov)
Small Business Liaisons

• If you need to contact a state agency directly, **we are your contact**
• The **SBLT** consists of representatives from 27 agencies
• Listening to businesses
• Drive action to make it easier to do business in Washington state

Visit: [http://business.wa.gov/liaisons](http://business.wa.gov/liaisons) for details
http://business.wa.gov

• SMS Text
• Live Chat
• Email
• Phone
New Business Road Map

- **Road Map** to register and license your business
- Provides **step-by-step instructions**

Visit: [http://business.wa.gov/roadmap](http://business.wa.gov/roadmap) for details
Small Business Guide

- Details the steps to **start, run, and grow a business**
- Provides links to valuable resources
- **Available in six languages**

Visit: [http://business.wa.gov/guide](http://business.wa.gov/guide) for details
Thank you

BUSINESS.WA.GOV
Small Business Guidance

Questions
Welcome to:

Business-Friendly Programs

March 4, 2020
▪ Jack Fitzgerald, South Central Washington Workforce Council
▪ Peter Serrano, Unemployment Insurance Tax and Wage
▪ Clancy Mullins, WOTC & Federal Bonding Program
▪ Rafael Colón, SharedWork and Paid Family and Medical Leave
SERVING KITTITAS, KLIKKTAT, SKAMANIA & YAKIMA COUNTIES

www.SouthCentralWDC.com
Tax & Wage

One call resolution for all customers who need assistance
Four ways ESD serves employers, what are they?

1. Support 235,000 employers
2. Verify and adjust wage records
3. Ensure a fair and accurate annual tax rate
4. Educate employers on state guidelines and policies
Tax & Wage
KEY COMPONENTS OF TAX & WAGE

- Report filing and payments
- Tax rate calculation
- Relief of benefit charges
- Wage and hour adjustments (amendments)
- Waivers of penalties & interest
- Refunds
- Audit and investigation program
Practical hands-on overview of UI Tax

Four things you should know:

1. Reports & payments are due quarterly.
2. The tax due is calculated by multiplying the taxable wages by the tax rate. Wage base 2019 = $49,800, 2020 = $52,700.
3. Late payments & reports are assessed penalties & interest and could affect the business annual tax rates.
   ▪ Then what? Let’s navigate...
Common questions from employers

- What is my billing statement for?
  - This is a balance due on your tax account.

- How do I file & pay my quarterly taxes?
  - Thru Secure Access WA & EAMS [https://esd.wa.gov/](https://esd.wa.gov/)

- How do I update my address, close my account or update owner/officers?
  - Fill out business change form 5208C-1 or owner/officer change form: [https://esd.wa.gov/employer-taxes/forms-and-publications](https://esd.wa.gov/employer-taxes/forms-and-publications)
Important names and numbers

- Peter Serrano
- Meredith Cole
- Paul Dean
- Cyal Christmas
- Stephen Henry
- Denice Craig

- Peter Serrano
  - 360-890-3659
  - pserrano@esd.wa.gov

- Meredith Cole
  - 360-890-3585
  - mcole@esd.wa.gov

- Benefit charging/tax rate requests:
  - 855-829-9243 – option 3
Work Opportunity Tax Credit
WHAT DOES WOTC DO?

▪ The Work Opportunity Tax Credit is a tax incentive for employers to hire certain job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance.

▪ Participating employers are able to reduce their Federal income tax liability by $2,400-$9,600 per eligible employee.

▪ All applications must be submitted within 28 days of the employee’s start date.

▪ In 2019 Washington State employers received $106M of potential tax credit savings using the WOTC program.
Veteran supporting documentation must be provided within 90 days of WOTC application submission.

<table>
<thead>
<tr>
<th>Veteran Target Groups</th>
<th>Worked at least 120 hours but less than 400 hours</th>
<th>Worked at least 400 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received (food stamps) benefits 3 of last 15 months</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Disabled Veteran hired within 1 year of leaving service</td>
<td>Up to $3,000 (25% of $12,000 of first-year wages)</td>
<td>Up to $4,800 (40% of $12,000 of first-year wages)</td>
</tr>
<tr>
<td>Disabled Veteran Unemployed at least 6 months</td>
<td>Up to $6,000 (25% of $24,000 of first-year wages)</td>
<td>Up to $9,600 (40% of $24,000 of first-year wages)</td>
</tr>
<tr>
<td>Unemployed at least 4 weeks</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Unemployed at least 6 months</td>
<td>Up to $3,500 (25% of $14,000 of first-year wages)</td>
<td>Up to $5,600 (40% of $14,000 of first-year wages)</td>
</tr>
</tbody>
</table>
# WORK OPPORTUNITY TAX CREDIT

## Other WOTC Target Groups

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Worked at least 120 hours but less than 400 hours</th>
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<tr>
<td>Received (food stamps) benefits</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Age 18-39 qualifying individual or family member received benefits 6 months prior to hire date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Term TANF Recipient</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>TANF recipient 3 of last 18 months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term TANF Recipient</td>
<td>Up to $9,000 (40% of $10,000 of first-year wages and 50% of $10,000 of second-year wages)</td>
<td>N/A</td>
</tr>
<tr>
<td>TANF recipient last 18 consecutive months or received 18 months of TANF combined with final payment within last 2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vocational Rehabilitation Referral</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Participant in a state or federal-vocational-rehabilitation program and had a written plan within the last 2 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Other WOTC Target Groups

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Worked at least 120 hours but less than 400 hours</th>
<th>Worked at least 400 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-Felon</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Convicted of a felony within one year prior to the hire date; or released from incarceration within one year prior to the hire date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSI Recipient</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Received SSI payment in any month within 60 days of being hired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term unemployed</td>
<td>Up to $1,500 (25% of $6,000 of first-year wages)</td>
<td>Up to $2,400 (40% of $6,000 of first-year wages)</td>
</tr>
<tr>
<td>Individual who has been unemployed at least 27 consecutive weeks and received at least one week of unemployment compensation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Work Opportunity Tax Credit (WOTC)

The WOTC is a tax incentive for employers to hire certain hard-to-place job seekers. The goal is to help these individuals become economically self-sufficient and to reward employers who give them a chance.

Employers can reduce their federal business taxes by anywhere from $2,400 to $9,600 per eligible employee. The amount employers get is based on:

- The employee's target group
- Wages earned and hours worked by the employee

Employers cannot claim the WOTC for:

- Relatives
- Former employees
- Undocumented aliens

Work Opportunity Tax Credit fact sheet - For a program overview and recent statistics
U.S. Department of Labor website - for updates and more information

To apply online:

You must have a SecureAccess Washington (SAW) account and a WOTC account. Read How to apply then start here.

All applications must be submitted within 28 days of the employee's start date.

WOTC resources:
- Online filing system
- Eligibility
- How to apply
- Application deadlines

For more information: email ESGDWOTC@esd.wa.gov or call 360-902-9326
Created in 1966 by USDOL, the Federal bonding program protects employers against employee act of dishonesty. The bond provides 100 percent coverage and has no deductible.

Employers receive the bonds free-of-charge. Each new hire can be bonded from $5,000 - $25,000 with $0 deductible covering the first six months of employment against acts of dishonesty.

Bonds can be applied to ANY full- or part-time employee paid wages (with Federal taxes deducted from pay), including individuals hired by temp agencies. *Self-employed people cannot be covered by Fidelity Bonds
Federal bonding

The fidelity bonds issued by the Federal Bonding Program (FBP) protect employers against employee fraud and dishonesty. Employers receive the bonds free-of-charge as an incentive to hire these applicants. The FBP was designed to reimburse the employer for any loss due to employee theft of money or property up to $5,000 during the first six months of a selected individual's term of employment.

The mission of the FBP is to give employers the peace of mind that they can safely provide all individuals job opportunities with limited risk.

The FBP helps reduce barriers for justice-involved individuals, as well as others who have difficulty securing employment and getting their lives back on track, building stronger, healthier communities.

TO APPLY:
Print and fill out the Washington State Bond Request form (pdf) and return to Candy Mulhern, State Bonding Coordinator at PO Box 9046, Olympia, WA 98507, or bondedjobs@esd.wa.gov.

FOR MORE INFORMATION:
- Read the Federal Bonding Program informational brochure for Employers and Job Seekers
- Visit the Federal Bonding Program website
- See Employment Security's Federal Bonding fact sheet

CONTACT:
Call 800-660-9271 or email bondedjobs@esd.wa.gov, for additional information.
Program Manager: Clancy Mullins
Phone: (360) 890-3631
Email: cmullins@esd.wa.gov

www.esd.wa.gov/wotc
www.esd.wa.gov/bonding
SharedWork is a shared win

BUSINESSES WIN. EMPLOYEES WIN. COMMUNITIES WIN.
Let’s watch the SharedWork award winning video
SHAREDWORK REQUIREMENTS

Eligible employers:

▪ Unemployment tax rate less than 5.4%
▪ Current on all taxes
▪ In business at least six months
▪ Employ at least two employees eligible for U. I., showing 680 hours in their base year of employment

Eligible employees:

▪ Collect partial unemployment benefits
▪ Have no job search requirements
▪ Earn more than if fully laid off

For peace of mind, call us and in 60 seconds or less we will determine you eligibility
For peace of mind, call us and in 60 seconds or less we will determine you eligibility.
800-752-2500
CONTACT SHAREDWORK

Contact: Cheryl Brown

Phone: 800-752-2500
Email: sharedworkplansect@esd.wa.gov

SharedWorkWA.com
Employer Overview

www.paidleave.wa.gov
What is Paid Family and Medical Leave?

Paid leave from work to care for yourself or a family member.

You claim leave directly from the state, not your employer.

Benefit is paid directly to you, not through your employer.

Employer can not prevent you from using Paid Family and Medical Leave.
Employer responsibilities

Before, during and after leave.
Before leave

Collect Premiums
0.4% of gross wages, shared by employer (36.667%) and employee (63.33%).

paidleave.wa.gov/premiums

Report Hours & Wages
Separate from UI reporting, but on the same calendar.

paidleave.wa.gov/reporting

Employee Notification
Workplace poster and notification of rights.

paidleave.wa.gov/employers
Notification to employee

Employers must:

1. Display workplace poster
2. Give notice of rights

Available at PaidLeave.wa.gov/employers
During leave

Continuation of health benefits

If required under FMLA, benefits must be continued. If employee pays portion, must be allowed to continue paying.
Continuation of health benefits

An employer must continue health benefits when:

- An employee uses Paid Family and Medical Leave
- Is required to by federal FMLA

*The department is continuing to develop administrative rules around this topic and will have more information soon.*
After leave

Job protection
Similar to FMLA, an employee may be eligible for the same, or equivalent job when returning from leave.
Job protection

Return to the same, or similar, position when a worker:

1. Works for an employer who has 50 or more employees for 20 weeks or more.

2. Has worked for that employer for at least 1 year.

3. Has worked 1250 hours for that employer in the last year.
## Employer responsibilities - Review

<table>
<thead>
<tr>
<th>BEFORE</th>
<th>DURING</th>
<th>AFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collect premiums</td>
<td>• Continue health benefits (If applicable)</td>
<td>• Job protection (If applicable)</td>
</tr>
<tr>
<td>• Report hours and wages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Notify employees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Learn more

Upcoming webinar series
Paidleave.wa.gov/events

Employer Toolkit
Paidleave.wa.gov/employers

6 things to know...
Paidleave.wa.gov/workers
Top thee things you can do leverage your tax dollars...

1. Visit our sites
   • Spend 15 minutes on each our new websites southcentralwdc.com; workSourcewa.com; paidleave.wa.gov; sharedworkwa.com, esd.wa.gov/wotc and learn more.

2. Contact us
   • Start with your local business resource, Michelle Smith, Employer Engagement Analyst, South Central Workforce Council at 509-574-1950.

3. Follow us on
   🌐🌐🌐
Thank you!

Business-Friendly Programs

March 4, 2020
Presenters:
• Celia Nightingale
• Andrew Bryan

Preview slide show on business.wa.gov/sbrr

www.lni.wa.gov
Small Business Requirements and Resources

Presenters:
Cindy Autuchovich
Quinn Dickason

March 3, 2020