

ADDITIONAL REQUIREMENTS FOR A COMMERCIAL BUSINESS

You must submit the following clean and legible documents for all substantial interest holders and their spouses.

A substantial interest holder is a person who has actual or potential influence over the management or operation of any organizations (WAC 230-03-045). Examples are:

- owning, operating, managing, or controlling an entity
- profiting from an entity
- assuming liability for debts or expenditures of the entity
- being an officer, director or managing member

| Additional Documents Needed | Sole Proprietorship | Limited or General Partnership | LLC | Corporation |
|---|---------------------|--------------------------------|-----|-------------|
| <i>A Personal / Criminal History Statement</i> (BLS-700-301). | ✓ | ✓ | ✓ | ✓ |
| A copy of valid identification (ex: driver's license, state ID, or passport). | ✓ | ✓ | ✓ | ✓ |
| Copies of any civil, criminal, or administrative action. | ✓ | ✓ | ✓ | ✓ |
| <i>A Financial Statement</i> (GC4-320) for each individual and business (provided). | ✓ | ✓ | ✓ | ✓ |
| <i>A Source of Funds Statement</i> (GC4-321) for each individual and business along with documents proving where the financial sources came from. Examples are: <ul style="list-style-type: none"> • loan agreement • promissory note • purchase / sales agreement • closing documents • other sales documents • copies of your personal / business bank statements for the last 12 months • copies of your personal / business IRS tax statements | ✓ | ✓ | ✓ | ✓ |
| If the funds were not from a federal or state recognized financial institution such as a relative or friend, then each person must complete a <i>Personal / Criminal History Statement</i> (BLS-700-301), a <i>Financial Statement</i> (GC4-320) and a <i>Source of Funds Statement</i> (GC4-321) with supporting documents. | ✓ | ✓ | ✓ | ✓ |
| <i>Authorization for Examination and Release of Information</i> (GC4-299) | ✓ | ✓ | ✓ | ✓ |
| Fingerprinting required if lived out-of-state for more than 6 months in the past 10 years (GC5-231, GC5-232, and GC5-029). | ✓ | ✓ | ✓ | ✓ |
| <i>Ownership / Organization Disclosure</i> (GC4-021). | | ✓ | ✓ | ✓ |
| Partnership agreement listing each partner, managing partners and dissolution procedures. | | ✓ | | |
| LLC agreement listing managing member, units issued, purpose, duration, capital, distributions, and member withdrawal procedures. | | | ✓ | |
| LLC Certificate of Formation with verification it has been recorded with the Washington Secretary of State's Office. | | | ✓ | |
| Articles of Incorporation listing name, officers, stockholders, stock authorized to issue, and verification it has been recorded with the Washington Secretary of State's Office. | | | | ✓ |
| Meeting minutes showing issuance of stock and election of officers. | | | | ✓ |