Small Business Liaison Team Meeting

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What is FileLocal?

• **Portal Agency**
  • Management Portal Vendors
  • Development and adoption of rules for access, use and maintenance of the portal.

• **Created thru an Interlocal Agreement (2014)**
  • Bellevue
  • Everett
  • Seattle
  • Tacoma
Agencies Guiding Principals and Goals

- **Local Control** – cities set local tax/license policies
- **Integrity** – honest, truthful and straightforward interactions
- **Accountability** – steward of public funds, transparency in operations
- **Flexibility/Adaptability** – nimbly respond to changing business, technology, and policy environment
- **Security** – safeguard taxpayer, licensee and city data
- **Accessibility** – accessible and response to taxpayers, licensee and participating cities
- **Affordability** – affordable to both participating cities and businesses
Who can use the Portal?

Need a city business license? Need to pay local B&O taxes? FileLocal is simple, fast and time-saving. Sign in if you already have an account. If you’re a first time user, create a business account below.

FileLocal offers businesses a one stop place to meet their license and tax filing needs.

Create a business account to register your business, file returns, and pay local B&O taxes.

CREATE BUSINESS ACCOUNT
View the Taxpayer Quick Start Guide

Create a tax preparer account to file returns for multiple businesses (example: CPAs and accounting firms).

CREATE TAX PREPARER ACCOUNT
Learn more about Preparer Accounts

Website Support
Phone: (253) 215-0653
Toll Free: 1-877-693-4435
Phone hours: M-F 7:00 AM to 5:00 PM Pacific Time
Email: FileLocal@egovsystems.com

More Information
Contact Us
Privacy Statement
General Terms & Rules for Use

FileLocal is an optional quick and easy service for registering your business, filing and paying your taxes. Alternative filing methods such as in-office or mail in formats are available at each participating city. Please contact your local City or the FileLocal Help desk for more information at 1-877-693-4435 or FileLocal@egovsystems.com.
How does the Portal Work?

Business Customer

Single Website
Collecting Information

License and Tax Systems

Business User

Dept. of Revenue

Other Cities (future)

Everett

Bellevue

Seattle

Tacoma
Data Interface with FileLocal

Set of Web Services are used to interface with FileLocal Portal

System Of Record Connection Services (SCS):
• Allows FileLocal to query and proactively provide information to the City’s SOR
• City’s SOR hosts the web services

Portal Connection Services (PCS):
• Allows the City’s SOR to query FileLocal and request information
• Upload GBL Renewals
• FileLocal hosts the web services
## What Types of Licenses/Taxes?

### Licensing
- General Business License Application
- General Business License Renewal

### B&O Taxes
- Extracting/Extracting for Hire
- International Investment Mgmt Services
- Manufacturing/Processing for Hire
- Printing/Publishing
- Retailing
- Service & Other (Apportioned)
- Services & Other (Not Apportioned)
- Tour Operator or Processor for Hire
- Transporting Freight For Hire Activity
- Wholesaling

### Admissions Taxes
- Admissions Charges
- Admissions Other
- Concert/Performing Arts
- Cover Charges, Cabaret/Dances
- Movie Theaters
- Spectator Sports
- Sports Other

### Gambling Taxes
- Amusement Games
- Bingo
- Fundraising
- Pull Tabs
- Punchboards
- Raffles

### Parking Taxes
- Commercial Parking

### Utility Taxes
- Cable TV
- Cellular
- Drainage
- Electric Light/Power
- Franchise
- Garbage System
- Landfill Closure Tax
- Natural Gas
- Pager
- PEG
- Sewer
- Solid Waste
- Steam Heat/Power
- Telephone
- Transfer In City Waste
- Transfer Out Of City Waste
- Water
Agency Focus FY16/FY17

FY16

• Bellevue/Everett Implementations
• City/Business Adoption – 2 releases
  • Key Quarter on Quarter Metrics

FY17

• Full suite of Taxes/Licenses
• New City Implementations
Monthly Metrics – quarter on quarter comparison

- Help Desk Cases by Functional Category
  - Portfolio Alignment
- Total Accounts Created and Forms Filed
- License Applications and Renewals
- Total Payments by Month – filing and $’s
- Forms with Zero Liability
Total Accounts Created and Forms Filed is up 2,770 filings (42%) quarter on quarter with Accounts Created up 1,666 accounts (44%) and Forms Filed up 1,104 (39%) filings. Growth was expected this quarter due to year end filings and the normal growth pattern experienced over the last 9 months (~20%). To add to this, January was the first month that a city utilized FileLocal for the renewal process and we saw significant growth (1,019 filings) in this area.
New City Implementation Options

Option A – Administration/Outsourcing

Option B – eGov System Of Record Integration

Option C – Standard Integration
Systems Diagram

- Payment SOR
- BL SOR
- B&O SOR
- City/DOR
- PCS (WebService)
- SCS (WebService)
- FileLocal
- Applications/Renewals
- Tax Returns
FOR MORE INFORMATION

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