



2018 Business Registration
Renewal Information

Dear Business Owner:

We have recently changed business registration renewal payment options. Prior to accessing the payment website, please read the following:

All current business owners may pay for their 2018 Federal Way business registration renewal by:

1. Paying online using a Visa or Master Card.

**The secured payment web page is not compatible with Internet Explorer.
Please use one of the other browsers; Chrome, Edge, Fire Fox, Safari.**

A confirmation email will be sent to you containing your order number (SC-2017-11-00000_ _ _ _-1).

***If you choose to pay online and have made changes to your business information, please make the changes on the renewal notice you have received, include the online order confirmation number in the space provided on the renewal form, and mail the renewal form to:

City of Federal Way - Business Registration
33325 8th Ave South
Federal Way, WA 98003

Your 2018 Federal Way business registration renewal is not considered complete until it is reviewed by the appropriate department. Per Federal Way Revised City Code 12.05.50(3), Such receipt shall not be construed as the approval of city clerk for the issuance of the registration; nor shall it entitle or authorize the applicant to open or maintain any business contrary to the provisions of any law.

2. Mailing in your payment and renewal notice to:

City of Federal Way - Business Registration
33325 8th Ave South
Federal Way, WA 98003

3. Stopping by City Hall.

2nd Floor/Finance Department
Monday-Friday 8:00am-5:00pm

Please call our business registration line or send us an email if you have any questions regarding the renewal process.

Phone Number: 253 835 2506 | Email: bl@cityoffederalway.com

Secure payment web site: <https://cityoffederalway.myncrsilver.com>