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| TITLE: Business License Refund Policy | | POLICY: DBS-001-2022 |
| EFFECTIVE DATE: 6/22/2022 | SUPERSEDES: Not Applicable | PAGES: 2 |
| MAYOR: Christine Frizzell DocuSigned by: <i>Christine Frizzell</i> <small>77AD7565AF504F4...</small> | | DEPARTMENT DIRECTOR: David Kleitsch DocuSigned by: <i>David Kleitsch</i> <small>16E186953AAF43A...</small> |

APPLICABLE TO:

Development and Business Services Department

POLICY STATEMENT:

Business license application fees are not refundable with exceptions listed below.

PURPOSE: To provide guidance on business license refunds.

DEFINITIONS:

None

RESPONSIBILITIES:

1. The Business License Specialist will review and approve written requests for business license fee refunds.
2. Upon approval of the refund, the Business License Specialist will submit a payment request to Accounts Payable for processing.

POLICIES:

The City of Lynnwood is partnered with the Washington State Department of Revenue Business License Service (BLS). Through the BLS businesses apply for a state business or renew their business licenses and pay all applicable fees.

The City of Lynnwood business license fees are non-refundable, except in the following circumstances:

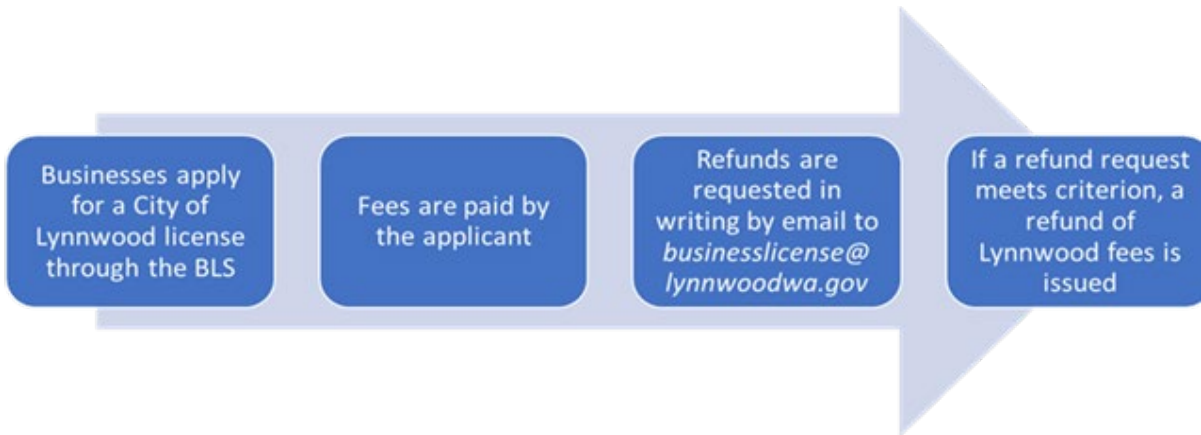
1. Refunds specified by Title 5 of the Lynnwood Municipal Code.
2. Requests for refunds of City of Lynnwood business license fees that are received within fourteen (14) calendar days from the date the business license application and fee was submitted through the BLS.
3. Fees that were charged in error by the City of Lynnwood

REFUND PROCESS:

Businesses who applied for a City of Lynnwood business license, may request a refund of their Lynnwood licensing fees within fourteen (14) calendar days of submittal and payment through the BLS if they meet an exception criterion.

The City of Lynnwood will review the refund request to determine if the request meets the criterion. If the request meets the criterion a refund will be issued within 30 calendar days from when the request was received.

PROCEDURES:



- a. Businesses apply for a City of Lynnwood business license through the BLS
- b. Fees are paid by applicants
- c. Refunds are requested in writing by emailing businesslicense@lynnwoodwa.gov
- d. If the requests met criterion, a refund is issued to the applicant