

TAXES

City of Tacoma Tax & License

- Administers Tacoma's tax, licenses, employment standard regulations, and offers free tax and license workshops

(253) 591-5252

cityoftacoma.org/taxandlicense

WA State Department of Revenue

- Offers free workshops and online tutorials to help one understand tax reporting responsibilities

(253) 382-2000

dor.wa.gov/workshops-education

LABOR

Workforce Central

- WorkSource Business Solutions provides employers with no-cost employee recruitment and hiring assistance as well as customized services such as labor and wage information and job training programs

Business Solutions, (253) 680-2869

WA State Department of Labor & Industries

- Offers workshops, events, and webinars that cover requirements when hiring an employee or independent contractor

(253) 596-3800

lni.wa.gov/Main/WorkshopsTraining/



Need help navigating these resources?

Contact our Community and Economic Development staff to guide you.

CALL (253) 591-2012

City of Tacoma
Community and Economic Development
Ninth Floor
747 Market Street Tacoma, WA 98402

makeittacoma@cityoftacoma.org
MakeltTacoma.com



Launching a Business



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BUSINESS PLANNING & COACHING

Sound Outreach

- Specializes in business financial analysis and counseling

Dolly Small: (253) 888-5645
dolly@soundoutreach.org

Tacoma SCORE

- Volunteer professional mentors offering in person mentoring and business workshops

(855) 685-0166
score.southsound@gmail.com

Small Business Development Center

- Financial analysis, cost cutting, market intelligence, e-commerce, and purchase or sale of a business advice

Jenefeness Tucker, (206) 439-3785
jenefeness.tucker@wsbdc.org


Veterans Business Outreach Center

- In partnership with the SBA, VBOC equips veteran, active duty service members and their families with the resources to successfully start and run their businesses

Steve Watts-Oelrich, (206) 324-4430
stevewo@businessimpactnw.org

WA Center for Women in Business

- Offer in person mentoring, business trainings, workshops and webinars

Christine Buckley, (360) 464-6049 
cbuckley@thurstonedc.com

William Factory Small Business Incubator

- Offers mentors & coaches, business training, workshops, and network connections

Tim Strege, (253) 722-5800
info@williamfactory.com

BUSINESS TRAINING

Spaceworks Tacoma, Incubator Program

- Provides business training and support for artists and creative entrepreneurs

Gwen Kohl, (253) 682-1740
gwenk@tacomachamber.org

Veterans Incubator for Better Entrepreneurship

- Provides an applied training environment that supports military veterans

Thomas Kuljam, (253) 692-5813
tkuljam@uw.edu

PRE-ACQUISITION

City of Tacoma Community and Economic Development

- Provides guidance on city regulations prior to signing a lease or purchase agreement of a property

Pat Beard, (253) 591-5039
pbeard@ci.tacoma.wa.us

PROCUREMENT & CONTRACTING

WA Procurement Technical Assistance Center

- Specializes in government contracting and bidding opportunities

Tiffany Scroggs, (360) 754-6320
programmanager@washingtonptac.org

LEGAL COUNSEL

Wayfind


- Helps with drafting agreements, tax advice, drafting contracts, employment agreements, drafting or reviewing property leases/purchase/sale agreements, and with intellectual property

(866) 288-9695
contact@wayfindlegal.org

CITY SUPPORT

City of Tacoma Community and Economic Development

- Assistance identifying business resources and addressing business needs

Will Suarez, (253) 591-5590 
will.suarez@cityoftacoma.org

- Assistance with Neighborhood Business District needs

Shari Hart, (253) 591-5208
shari.hart@cityoftacoma.org

BUSINESS LOANS & CAPITAL

Business Impact NW

- Offers start-up capital to businesses 0 – 6 months in operation. Loans range from \$5K to \$250K. We work hard to fund small business owners, especially women, veterans, communities of color, immigrants, LGBTQ+, and disabled entrepreneurs.

Joe Sky-Tucker, (206) 324-4330
joes@businessimpactnw.org

City of Tacoma

- Offers business loans including micro-loans (less than \$25K) for new and existing businesses


Will Suarez, (253) 591-5590 
will.suarez@cityoftacoma.org



Photo Courtesy of Sound Transit



Person listed speaks Spanish