

UBER



Portland Business License Step-By-Step

1. Visit <https://www.portlandoregon.gov/apps/mcbit/index.cfm?login=1>

2. **VERIFY SIGN-IN:**

- If you already have an account with PortlandOregon.gov, sign in and skip to Step 4.
- If you do not have an account, click "Create a New Account" and proceed to Step 3.

Verify Sign-In

Your current session timed out due to inactivity. Please sign in again.

PortlandOregon.gov User Name

You can also use your registered e-mail address.

Password

Password is case sensitive. [Forgot your user name or password?](#)

New to PortlandOregon.gov?

If you want to sign in, you'll need to create an account and register first.

Creating an account is fast and secure. It will give you access to new areas of PortlandOregon.gov, such as subscriptions, event registration, and content catered to your interests.

Trouble signing in? You can have your account information e-mailed to you if you have [forgotten your user account or password](#).

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3. NEW ACCOUNT FORM:

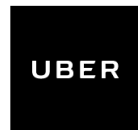
- Click "Sign Up."
- Fill in required fields (marked with *).
- Create a username and password (make sure to follow password requirements).
- Click "Continue."

The screenshot shows a web form titled "New Account Form". It contains several input fields with labels and asterisks indicating required fields: "First Name *", "Middle Initial", "Last Name *", "Phone #", "Fax #", "E-mail *", "Street Address", and "City". Below the "Phone #" and "Fax #" fields, there is a small example text: "ex. 503-555-3000". Below the "E-mail *" field, there is a note: "E-mail address is required, if you do not have an email address you can sign-up for a free one with [Google](#) or [Yahoo](#)."

4. NEW BUSINESS REGISTRATION:

- Select "New Business Registration."
- Click "Continue."

The screenshot shows a menu titled "What would you like to do?". The first option, "New Business Registration", is selected and highlighted with a blue circle and a red arrow. Below it are several other options, each with a radio button: "Print a Certificate of Compliance", "File a Tax Return or Exemption", "Provide Federal/Oregon Supporting Tax Documents", "Request an Extension of Time to File", "Make a Quarterly Estimated Payment", and "Make a Payment". A "Continue >" button is located at the bottom right of the menu, circled in red with a red arrow pointing to it. Below the menu, there is a note: "Forms submitted electronically will be postmarked the date they are submitted and will be processed within 48 hours."



5. AVOID DUPLICATE ACCOUNTS:

- Click "Continue."

[Registration](#) > **Validation** > Entity Type > Start Date > Names > Locations > Security > Submit

Avoid Duplicate Accounts

Do not register a business if it:

- ▶ Already has a Revenue Division business account number.
- ▶ Uses the same Tax ID number as a currently registered business.

You may be stopped later in the registration process if you attempt to create a duplicate account.

Please call 503-823-5157 or use our [Business Lookup](#) if you need assistance in determining whether a business is already registered.

PortlandOregon.gov accounts are completely separate from Revenue Division business accounts. A single PortlandOregon.gov account can be used to register multiple businesses.

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6. ENTER PRELIMINARY ID:

- You do not need to enter anything here. Click "Continue."

[Registration](#) > **Validation** > Entity Type > Start Date > Names > Locations > Security > Submit

Enter Preliminary ID

Did you receive correspondence from the Revenue Division asking you to file an application? If you did, enter your Preliminary ID number (if any) in the space below and click **Continue**.

Your Preliminary ID number is printed on the upper right corner of the letter. The ID number should be a P followed by seven digits.

If you do not have a Preliminary ID number, or you have not received correspondence from us, then leave this field blank.

Preliminary ID number: (Pxxxxxxx) if any

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7. BUSINESS ENTITY TYPE:

- Select "Sole Proprietorship."
- Click "Continue."

Business Entity Type

Select the tax entity of the business, and click **Continue**.

If you are a single member LLC and you have elected to be taxed as something other than a sole proprietor, you must choose the option that corresponds to the way you file with the IRS.

Individuals

- Sole Proprietorship
- Single Member Limited Liability Company
- Joint Venture or Tenants-In-Common filing separately

Partnerships

- Partnership
- Limited Partnership
- Limited Liability Company (with more than one member)
- Limited Liability Partnership
- Joint Venture or Tenants-In-Common filing as a partnership
- Other

Corporation

- Corporation

S-Corporation

- S-Corporation

Estates & Trusts

- Estate
- Trust

Tax Exempt Status

Check here if this is a tax exempt organization under IRC 501(c)

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8. BUSINESS START DATE:

- Enter today's date as MM/DD/YYYY.
- Click "Continue."

[Registration](#) > [Validation](#) > [Entity Type](#) > **Start Date** > [Names](#) > [Locations](#) > [Security](#) > [Submit](#)

When Did Business Activity Begin in Multnomah County/Portland?

Enter the date business activity began (or the estimated date it will begin) and click **Continue**.

Business Start Date: 

No business activity occurs in the City of Portland.

9. PRIMARY CONTACT INFORMATION:

- Fill in contact information form.
- Check the box next to "Check here if the contact person is also the owner of the business."
- Click "Continue."

Enter Primary Contact Information

Enter the contact information below and click **Continue**.

The primary contact person must be authorized to represent the licensee and to discuss tax information with the Revenue Division.

Fields marked with an asterisk (*) are required.

First Name: *

Middle Initial:

Last Name: *

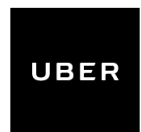
Suffix: (i.e. Jr, Sr, II)

Phone Number: () - *

Fax Number: () -

E-mail Address:

Check here if the contact person is also an owner of the business.



10. ENTER BUSINESS OWNERS:

- Enter in your first name, last name, and Social Security Number as XXX-XX-XXXX.
- You do not have to enter your spouse's information.
- Click "Continue."

[Registration](#) > [Validation](#) > [Entity Type](#) > [Start Date](#) > **Names** > [Locations](#) > [Security](#) > [Submit](#)

Enter Business Owners

Enter the name and social security number of the owner, then click **Continue**.

You may also list a spouse who materially contributes to the operation of the business.

	First Name	MI	Last Name	Suffix	SSN
Owner (required) 1:	Uber		User		██████
Spouse (optional) 2:					

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NOTE: Social Security numbers are confidential and not subject to public disclosure.

11. BUSINESS NAMES:

- You do not need to add a business name.
- Click "Continue."

Enter Business Names

Enter all other names you are doing business as (DBA). For each DBA, enter the Federal Employee Identification Number (FEIN) if any.

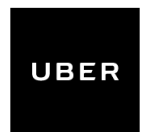
Click the **Add** button to insert a blank row. Click the **Remove** button to delete a row. Once you have entered all the business names, click **Continue**.

Doing Business As (DBA)	FEIN

[Add](#)

[< Back](#) [Continue >](#)

NOTE: FEIN numbers are confidential and not subject to public disclosure.



12. BUSINESS LOCATIONS:

- Click "Add A Location."

Business Locations

- › List every address the business operates from within the City of Portland or Multnomah County.
- › List rental properties located in the City or County.
- › List the **mailing address** where we can send all of our notices and correspondence.
- › List your primary business location (e.g. headquarters), where your accounting and tax records are kept.

Click **Add A Location** to enter a business location. Click **Edit This Location** to change or remove an address after you have entered it.

Once you have listed every business location, identify which one is the mailing address and click **Continue**.

13. ADD A LOCATION:

- Enter your home address as the business location.
- When prompted to select a Property Type, choose "Residential."
- When prompted to select a NAICS code, choose "81 - Other Services."
- When prompted to enter a Business Activity Description, type "Rideshare."
- Click "Continue."

Add a Location

Use this form to enter, edit or remove a business location. Click **Continue** when you are done.

Fields marked with an asterisk (*) are required.

* Full Street Address:
Include apartment, unit or suite number (i.e. 1120 SW 5th Ave Suite 30)

* City:

* State or Province:

* Postal Code:

* Country:

* Property Type: Residential
 Commercial
 Mailing Address Only
 I own the building or dwelling and rent or lease the property to others.

* Primary NAICS Code at Location:

* Business Activity Description:

Phone Number: () - if different from (503) 999-9999

14. BUSINESS LOCATIONS:

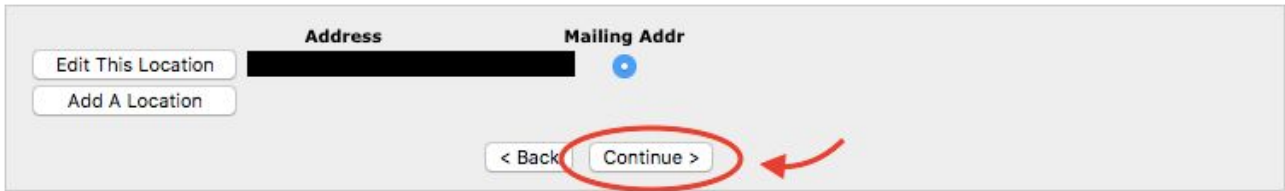
- Click "Continue."

Business Locations

- › List every address the business operates from within the City of Portland or Multnomah County.
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- › List the **mailing address** where we can send all of our notices and correspondence.
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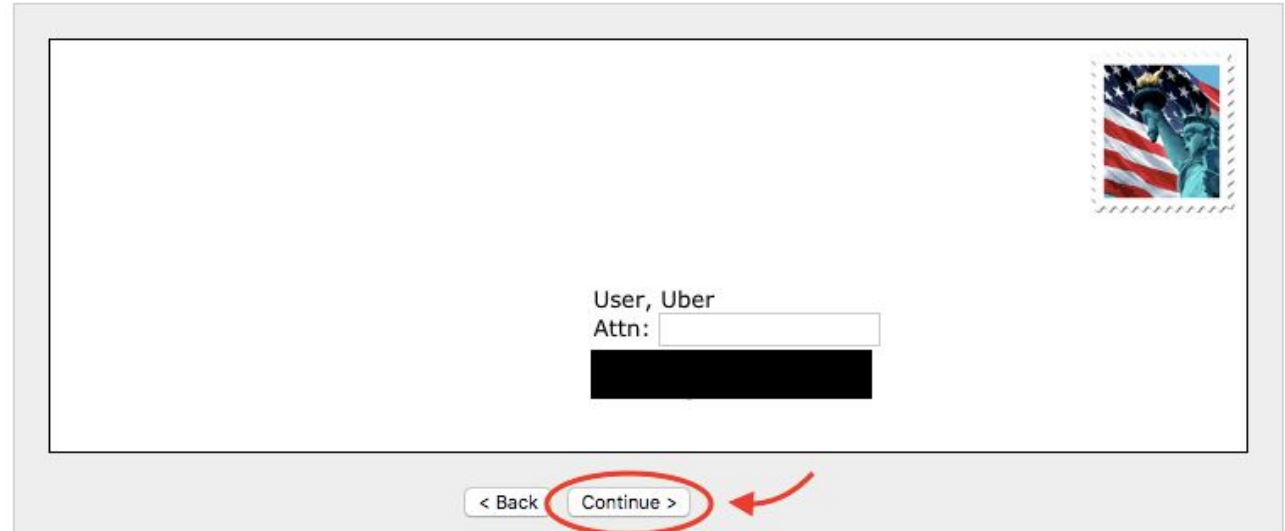


15. VERIFY MAILING ADDRESS:

- Confirm that address listed is correct.
- Click "Continue."

Verify Mailing Address

Verify that the mailing address is correct. This is where we will send all of our notices and correspondence. Adjust the attention line as necessary and click **Continue**.



16. ONLINE ACCOUNT ACCESS:

- Click "Yes" to enable online account access.
- Check the box next to "Allow me to access this account using my PortlandOregon.gov login."
- Click "Continue."

Online Account Access

Enabling online account access will allow you to view your account information and perform simple updates on PortlandOregon.gov. Access to your account will be protected by your PortlandOregon.gov password and an optional security code. If you choose a security code, be sure to write it someplace safe. Revenue Division staff cannot give security codes over the phone.

Do you want to enable online account access?

Yes

Allow me to access this account using my PortlandOregon.gov login.

Let me set a security code that I can give to other PortlandOregon.gov users (such as a tax preparer) so they can access this account:

Security code:

Verify security code:

No, don't enable online account access at this time.

No, permanently block online access to this account.

17. BUSINESS REGISTRATION:

- Review all listed information.
- Scroll to bottom of page and click "I Agree."

This is not a business license.



BUSINESS REGISTRATION
City of Portland Oregon
Revenue Division
Tax Division
111 SW Columbia St. #600
Portland, OR 97201-5840

BUSINESS DETAILS

Tax ID Number: xxx-xx-0000
Entity Type: Sole Proprietorship
Fiscal Year End: December

DATE BUSINESS ACTIVITY BEGAN

In Portland: 8/28/17
In Multnomah County: 8/28/17

PRIMARY CONTACT INFORMATION

Name: User, Uber
Phone Number: [REDACTED]
Fax Number:
E-mail Address:

BUSINESS OWNERS

Name	SSN
User, Uber	xxx-xx-0000

BUSINESS NAMES

Name on Tax Return: User, Uber

BUSINESS LOCATIONS

Address: [REDACTED]
USA
Property Type: Residential
Business Desc.: Other Services (except Public Administration)
Business Activity: Rideshare
Phone Number: [REDACTED]

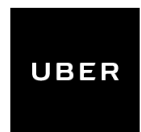
I declare under penalty of making a false certification that the information given in this registration is true and that I am authorized to represent the taxfiler.

I understand that I must ANNUALLY file a combined tax return or exemption request, including appropriate federal tax pages, even if my gross receipts are less than \$50,000.

Name: *

Title:

Phone Number: *



18. CONFIRMATION:

- Take a screenshot of this confirmation page and save it.
- Print out a copy of this confirmation page and keep it in your vehicle.

Please Print This Page For Your Records

Your business registration has been submitted to the Revenue Division - Tax Division and will be processed overnight. Please allow 24 hours before printing a certificate of compliance, making a payment or filing a form on this account.



City of Portland Oregon
Revenue Division - Tax Division
111 SW Columbia, Suite 600
Portland, OR 97201-5840
Office: (503) 823-5157
Fax: (503) 823-5189
Web:
<http://www.pdxbl.org>



MULTNOMAH COUNTY BUSINESS INCOME TAX CITY OF PORTLAND BUSINESS LICENSE TAX

Form filed:	Business Registration		
Date filed:	August 28, 2017		
Reference ID:	540316		
Account # 835791	Tax ID/FEIN/SSN xxx-xx-0000	County: City:	-- --
Business name User, Uber		Payment total:	\$0.00
Your account will be activated within 24 hours.			

[File another form or make another payment](#)

[Return to Revenue Division - Tax Division Home Page](#)