

Create a business culture of compliance

Artifacts “Stuff”

- ☐ LCB posters on the sales floor
- ☐ L&I posters in the breakroom
- ☐ Packaging that complies with LCB and WSDA laws
- ☐ Compliant floor plan and parking plan filed with the city
- ☐ Clear and up-to-date sales records
- ☐ Training materials that ensure all staff members learn about compliance

Behavior *Actions we can see*

- ☐ Sales staff checks IDs
- ☐ Staff members ask questions to verify that they are operating correctly
- ☐ Timely CCRS filings
- ☐ Regular meetings with an accountant to go over tax payments
- ☐ Conversations and meetings about the compliant way to do things
- ☐ Reading industry news about changes to cannabis laws
- ☐ Learning about compliance (in other words, what you are doing right now!)

Underlying values *Attitudes/assumptions*

- ☐ Value placed on compliance
- ☐ Beliefs about the risk of non-compliance
- ☐ Habits around paying fees and taxes
- ☐ Assumptions about what you can "get away with"



5 steps to register a new business

Step	Who/Where	Jurisdiction
Decide on the type of business. https://dor.wa.gov/open-business/choose-ownership-structure/compare-business-structures	You and your advisors	N/A
Submit documents of origination. Wait to receive a UBI. https://www.sos.wa.gov/corporations-charities	Office of the Secretary of State	State
Apply for a business license with a cannabis endorsement. https://dor.wa.gov/open-business	Department of Revenue	State
Apply for an Employer Identification Number (EIN). https://ein-taxfiling.com/	IRS	Federal
File your federal Beneficial Ownership Information Report (BOI) within 30 days of registering your business. https://boiefiling.fincen.gov/	U.S. Treasury's Financial Crimes Enforcement Network (FinCEN)	Federal



Steps to set up a business

Set Up a Legally-Compliant Business

Summary and Next Steps

Pause here to check in on what you know and your next steps.

- ☐ You can explain how local laws influence the setup and operation of a fully-compliant Washington State cannabis retail store.
- ☐ You can identify Washington state agencies that regulate your business.
- ☐ You can identify Washington state agencies that provide resources for your business.
- ☐ You can describe how differences between federal and state laws influence business risk.
- ☐ You can find information about local, state, and federal rules that impact your business.
- ☐ You can establish a business structure that complies with local, state, and federal rules.



If you have questions about one of these areas, what is your plan to get it answered?

Next Steps

What are your next steps?

Here are some ideas for your next steps:

- ☐ Complete the Jurisdiction worksheet.
- ☐ Visit business.wa.gov and review compliance resources.
- ☐ Subscribe to local email bulletins.
- ☐ Attend city or county meetings and get to know your local officials.
- ☐ Join groups that advocate for your business at the local, state, and federal level.
- ☐ Read RCW 69.50 and WAC 314.55 to get an understanding of state laws that govern cannabis businesses.
- ☐ Set up your compliance team and talk to them about the best business structure.
- ☐ Subscribe to newsletters or bulletins from the state agencies you will be working with.
- ☐ Use the Compliance Culture worksheet to capture your thoughts about how you will set up your business for compliance.

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