

Start a Business in VA Checklist

101 W. Main Street, Ste 800, Norfolk, VA 23510 | www.hrsbdc.org | 757-664-2592

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- ☐ 1. Register with Virginia's State Corporation Commission (SCC) - <https://scc.virginia.gov/>
 - Get an [online account](#). (Reserve a business name for 30 days at no charge)
 - Register your business as an LLC, Corporation, or Partnership.
 - LLC: \$100 to register, \$50 annual renewal
 - Corporation: \$75 to register, \$100 annual renewal
- ☐ 2. Register with the IRS - <https://www.irs.gov>
 - Apply for an [Employee Identification Number \(EIN\)](#). You will get your EIN immediately
 - Check "For banking purposes" when asked for the reason why you are applying for an EIN
- ☐ 3. Register with Virginia's Tax Department - <https://tax.virginia.gov>
 - If you sell goods to consumers, or have employees, get a [Virginia tax ID](#)
 - The same tax id is used for payroll taxes and sales tax payments
- ☐ 4. Get your County or City Licenses and Permits
 - *Business License (BPOL) and Home Occupation Permit*
 - Check with your County or your City (not both). Links for our primary municipalities below:

Accomack	James City County	Southampton
Chesapeake	Newport News	Suffolk
Franklin	Norfolk	Virginia Beach
Gloucester	Northampton	Williamsburg
Hampton	Portsmouth	York County
Isle of Wight	Poquoson	
- ☐ 5. Open a Business Bank Account
 - Bring Virginia SCC registration certificate and IRS EIN letter
 - Bring valid IDs to prove your identity
- ☐ 6. Agreement between You and Your Partners (Optional)
 - Create an Operating Agreement for LLC's or a Stockholder Agreement for Corporations
 - Have the document notarized. Each partner must initial all pages and sign the document
 - Consult an Attorney
- ☐ 7. Get Business Insurance through a Commercial Insurance Agent/Broker
 - General Liability Insurance
 - Professional or Product (Errors & Omissions) Insurance
 - Tangible property insurance
 - Worker's compensation insurance for your employees and independent contractors
- ☐ 8. Setup an Accounting System
 - Set up an Accounting System
 - Examples: Quickbooks, AccountEdge, Patriot, Zoho, Dynamics 365, Xero, Wave
 - Consult a CPA
- ☐ 9. Setup a Payroll Service if you have employees, or if you file as an S-Corp
 - Setup payroll for Corporation, S-Corp, or LLC with employees
 - Examples: QuickBooks, AccountEdge, ADP, Gusto, Justworks, PayChex, Zenefits
- ☐ 10. Doing business with the state of Virginia and local governments
 - Get a [DUNS number](#)
 - Apply for the [SWaM](#) status (Small, Women and Minority)
 - Register with [eVA](#), the government procurement website