

# Start a Business in VA Checklist

101 W. Main Street, Ste 800, Norfolk, VA 23510 | [www.hrsbdc.org](http://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](#)

[Chesapeake](#)

[Franklin](#)

[Gloucester](#)

[Hampton](#)

[Isle of Wight](#)

[James City County](#)

[Newport News](#)

[Norfolk](#)

[Northampton](#)

[Portsmouth](#)

[Poquoson](#)

[Southampton](#)

[Suffolk](#)

[Virginia Beach](#)

[Williamsburg](#)

[York County](#)

- 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