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## How to Start a Business in Virginia Checklist

### 1. Form your business. ☐

#### 1.1. Review Virginia formation options. ☐

There are four types of legal business structures in Virginia. Choose the one that works for your business's liability and tax needs.

#### 1.2. Name your business. ☐

Once you've verified that your ideal business name is available, you can register it with the Virginia State Corporation Commission.

#### 1.3. Get an Employer Identification Number. ☐

Obtain your EIN from the IRS website.

#### 1.4. Register your business in Virginia. ☐

Complete and file formation documents with the Virginia State Corporation Commission. Sole proprietorships and general partnerships are not required to file any formal documents.

#### 1.5. Obtain necessary permits and licenses. ☐

Read through the Virginia state website to see if your business requires any special permits or licenses. The state of Virginia does not have a statewide business license.

### 2. Register your business for taxes. ☐

#### 2.1. Register for a sales tax. ☐

Apply for a sales tax certificate from the Virginia Tax department.

#### 2.2. Register for withholding tax. ☐

Register your business for withholding tax with the Virginia Tax department.

2.3. Register for corporation income tax. ☐

Find out if your business is liable for corporation income tax by visiting the Virginia Tax website. If your business qualifies, apply for the tax electronically.

**3. Hire employees and report them to the state. ☐**

3.1. Go to the Virginia New Hire Reporting Center website. ☐

All new or rehired employees must be reported within 20 days of employment.

You can register all employees on the New Hire Reporting Center website.

3.2. Obtain workers' compensation insurance. ☐

Visit the Virginia Workers' Compensation Commission website to find out more about workers' compensation and rates.

3.3. Display mandatory posters in your place of business. ☐

Virginia law requires that all employees display information about employee wages, discrimination in the workplace, and more.