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## How to Start a Business in West Virginia Checklist

### 1. Form your business.

#### 1.1. Review formation options in West Virginia.

There are four types of legal structures in West Virginia. Pick the legal structure that suits your business's tax needs.

#### 1.2. Name your business.

Brainstorm name ideas, perform a name availability search with the state, and if available, register the name with the Secretary of State.

#### 1.3. Get an employer identification number.

Apply for an EIN with the IRS.

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

Complete and file articles of formation with the West Virginia Secretary of State. For fast application, use the One Stop Business Portal.

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

Research the different types of permits and licenses that's required for your business. All businesses must at least obtain a business registration certificate from the Tax State Department.

### 2. Register your business for taxes.

#### 2.1. Register for a sales or vendor's use tax.

Register for sales and use tax with the West Virginia Tax State Department.

#### 2.2. Register for withholding tax.

Register for withholding tax with the West Virginia Tax State Department.

#### 2.3. Register for unemployment insurance tax.

First find out if your business is liable for unemployment insurance tax by registering with the Unemployment Compensation Division (the Division) of WorkForce West Virginia (WFWV). If your business is liable, you will need to file tax returns.

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

**3.1. Go to the West Virginia New Hire Reporting Center website.**

Create an account on the New Hire Reporting Center website and use the online portal to report all new employees. You must report all new employees within 20 days of employment.

**3.2. Obtain Workers' Compensation Insurance.**

Visit the West Virginia Offices of the Insurance Commissioner for more information.

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

Download the free posters from the appropriate government regulatory agencies and display them in populated areas around the workplace.