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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.