

Virginia SBDC
Management Training Report

Event Information

		Center & Event #:		70-2023-10
Event Title	Licensing Your Business	Start Date	Start Time	Program
		10/20/2023	8:00:00 AM	SBDC
Site	LRCC	End Date	End Time	Sub-Program
		10/20/2023	9:00:00 AM	Not Set
City, State & Zip	Middletown, VA 22645	Sessions	Total Hours	Entry Person & Date
		1	1	ckriz on 11/27/2023 8:07:18 PM
Event Topic	Start-up Assistance	Program Format		Language
				English

Number of Attendees

Total Attendees	In Business	2	Active Duty	0	Asian	0	Native Amer.	0
4	Disabled	0	Veterans	0	Black	1	Pacific Islnd.	0
Underserved	Women	3	Service Disabled Vet.	0	North African	0	White	3
3	LGBTQ	0	Reserve/Nat. Guard	0	Middle Eastern	0	Hispanic	0
			Spouse of Military Member	0				

Resources Participating

<input type="checkbox"/> SBDC	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Online Training Resource	SBA Office: None
<input type="checkbox"/> SCORE	<input type="checkbox"/> Chamber of Commerce	<input type="checkbox"/> SBA District Office	Other Govt. Agency: None
<input type="checkbox"/> WBC	<input type="checkbox"/> Trade or Professional Assoc.	<input type="checkbox"/> Native American Center	Other: None
<input type="checkbox"/> VBOC	<input type="checkbox"/> For-Profit Organization		

Attendee Fees

Fee Distribution

Attendee Count:	Full Fee #	Discount Fee #	No Show #	No Fee #	SBDC	SCORE
	0	0	0	4	\$0.00	\$0.00
Fee Income \$	Full Fee \$	Discount Fee \$	No Show \$		WBC	SBA
	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
Other Income \$	Other \$			Total Fees Collected	Co-Sponsor	Total Distribution
	\$0.00			\$ 0	\$0.00	\$ 0

Event Notes

Public Information

Standard Fee \$	Web Info: Address, Directions, URL, etc.	Misc. Public Information
\$0.00		
Alternate Fee \$		
\$0.00		

Power Up Your Business Conference

Licensing Your Business Breakout Session

Friday, October 20, 2023

	<u>Print Name</u>	<u>Company</u>	<u>Signature</u>
1	Judith McDowell	Kingdom Smiles	Judith McDowell
2	Harold Wetzel	God's Chariots	Harold Wetzel
3	Nancy Schrock	Cedar Grove Photography, LLC	Nancy A. Schrock
4	Dennis Brenner	First Bank	Dennis Brenner
5	Jammina Higdon	The River 05.3	Jammina Higdon
6			
7			
8			
9			
10			
11			
12			
13			

Is My Company Legal?

Setting up a business in the State of Virginia



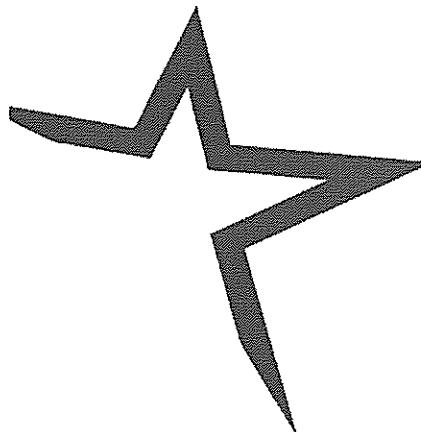
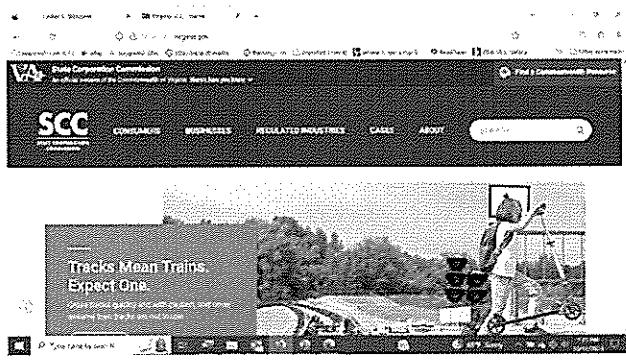
- October 20, 2023
- Presented by:
- Dale Maza
- Laurel Ridge Community College SBDC



1

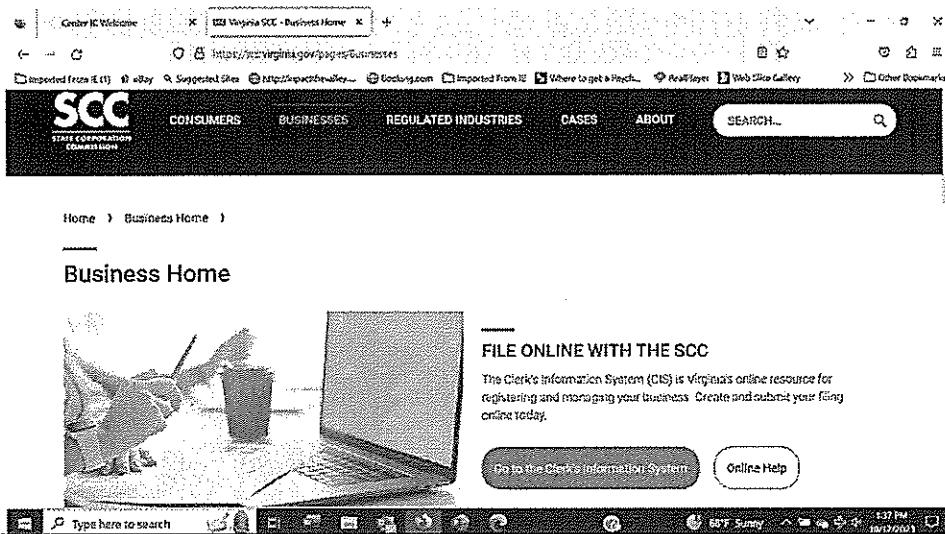
Step 1 -Select Name for New Business

State Corporation Commission www.scc.virginia.gov



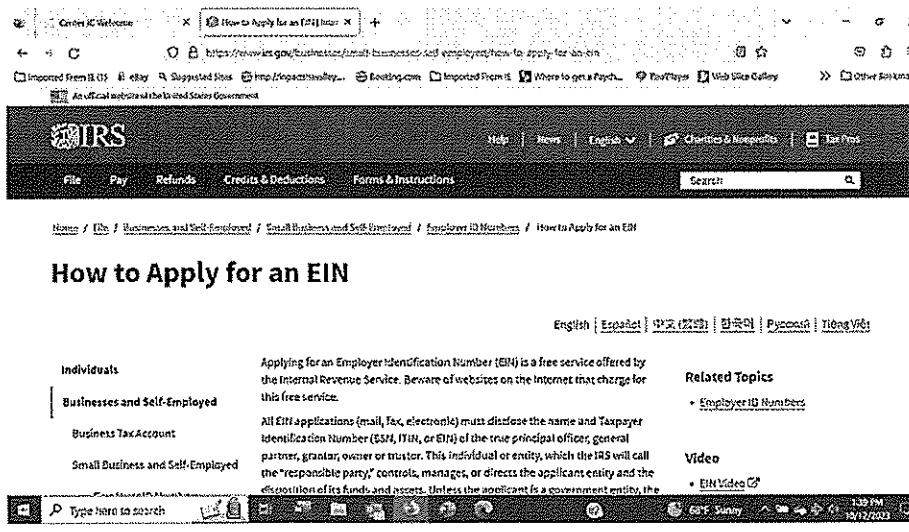
2

Step 2. Business Entity Filing: Corporation, LLC, Partnership Sole proprietors file DBA name



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Step 3. Get an Employer Identification Number (EIN) from the IRS www.irs.gov



4

IRS form SS-4

The screenshot shows the IRS Form SS-4 application page. The form is titled "SS-4 Application for Employer Identification Number" and includes instructions for completing the form. The page is filled with various input fields for business information, contact details, and entity type. The browser interface shows standard navigation and search tools.

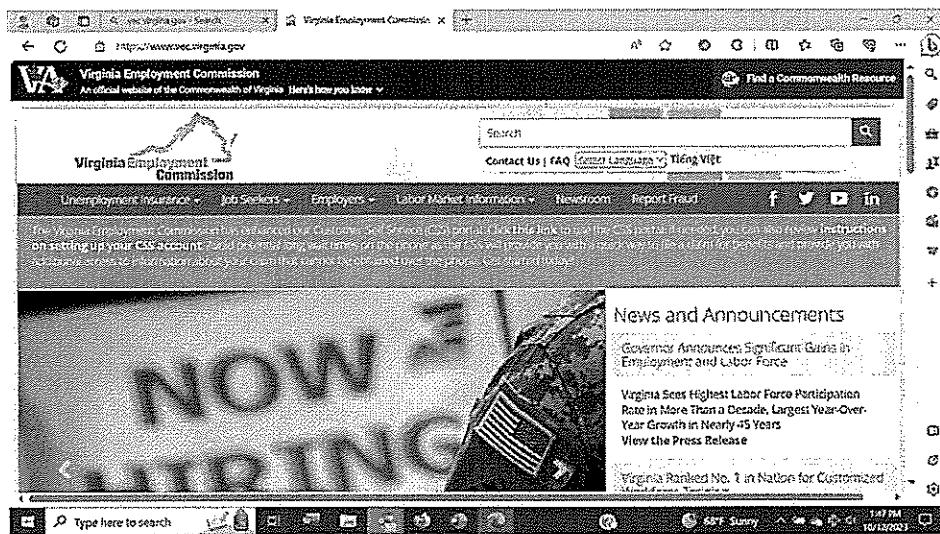
5

Step 4. Do you have employees? W-2 employees?

- Register with Virginia Employment Commission
- www.vec.virginia.gov
 - If more than 2 employees?
 - Register with Virginia Worker's Compensation Commission
- *
- *W2 vs 1099's What's the difference

6

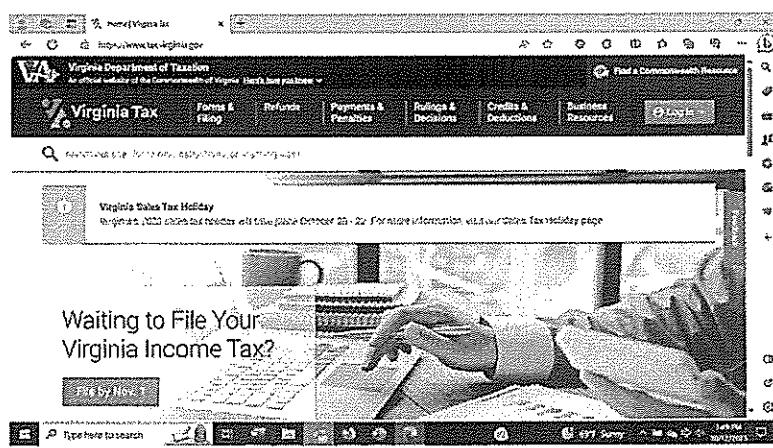
Virginia Dept. of Employment



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Step 5. Check if you need to collect www.tax.virginia.gov

Sales tax
Use tax
Meal tax,
Other tax



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SBDC Training Course Evaluation

Name of Training Class **Steps to License Your Business**
Date **10/20/23**
Location **Middletown, VA**

Your response to this form is very important to us as we strive to bring you the highest quality training available. The information you provide is anonymous and confidential and will be used collectively to evaluate our training program.

Please indicate one response on each line.

		Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
1. The seminar gave me a good working knowledge of the subject matter.		✓				
2. The seminar environment was conducive to my learning.		✓				
3. The handouts were helpful.		✓				
4. The presenter was knowledgeable on the subject matter.	Dale Maza	✓				
5. Overall, the training was worth my time and investment.		✓				

Additional comments:

Thank you!

What other topics you would like to see offered? _____



SBDC Training Course Evaluation

Name of Training Class Steps to License Your Business
Date 10/20/23
Location Middletown, VA

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4. The presenter was knowledgeable on the subject matter.	✓				
5. Overall, the training was worth my time and investment.		✓			

Additional comments:

Great info! Thank you!

What other topics you would like to see offered? N/A