

Virginia SBDC

Management Training Report

Event Information

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

	Print Name	Company	Signature
1	Valith M ^c Donnell	Kingdom Smiles	Valith M ^c Donnell
2	Harold wetzel	God's CHARITERS	Harold wetzel
3	Nancy Schrock	Cedar Grove Photography, LLC	Nancy A. Schrock
4	Darius Brenner	First Bank	Darius Brenner
5	Samantha Higgins	The River 95.3	Samantha Higgins
6			
7			
8			
9			
10			
11			
12			
13			

Is My Company Legal?

Setting up a business in the State of Virginia

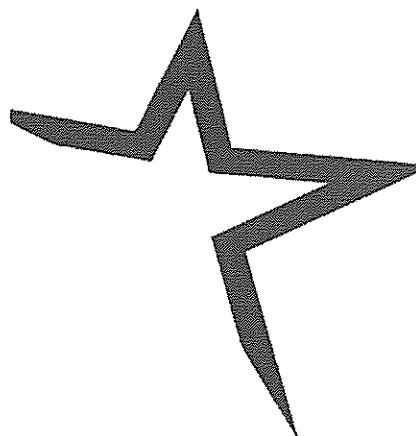
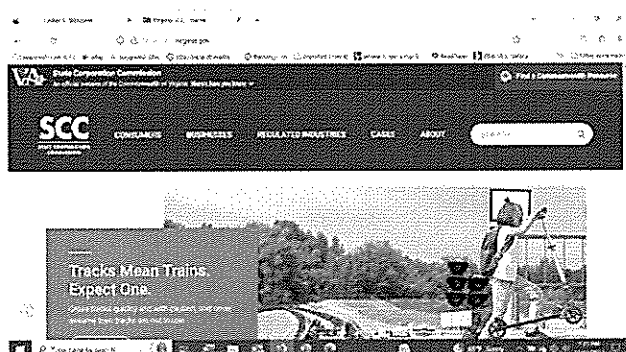
- October 20, 2023
- Presented by:
- Dale Maza
- Laurel Ridge Community College SBDC



1

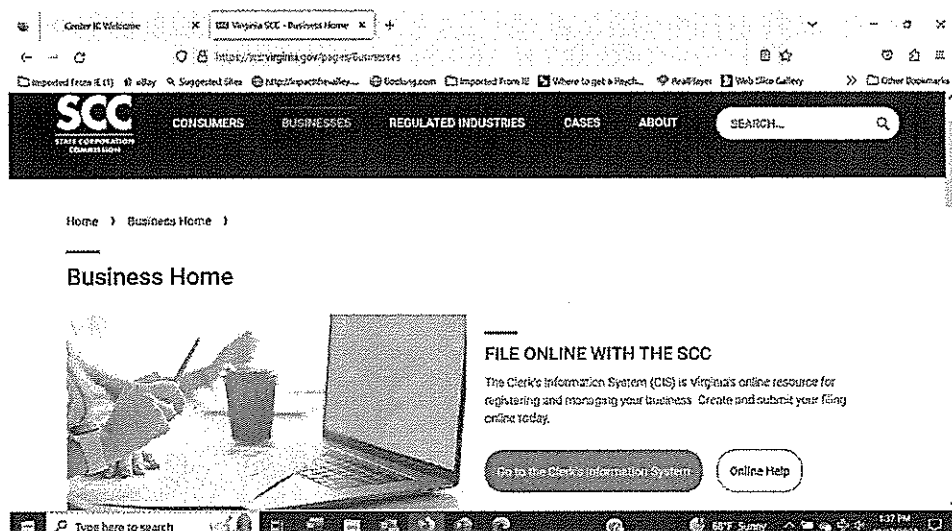
Step 1 -Select Name for New Business

State Corporation Commission www.scc.virginia.gov



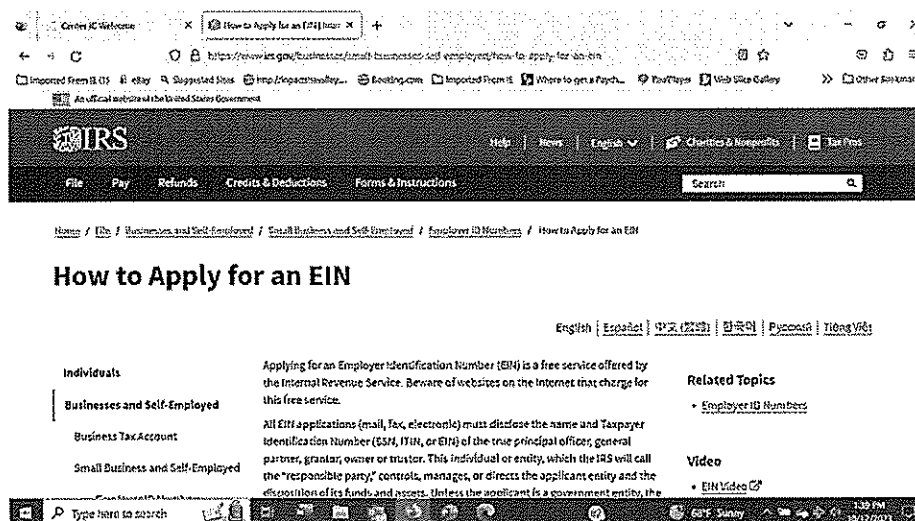
2

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



3

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



4

IRS form SS-4

Form SS-4 Application for Employer Identification Number
OMB No. 1545-0047

For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.
Go to www.irs.gov/FormSS4 for instructions and the latest information.
See separate instructions for each line. Keep a copy for your records.

1 Legal name of entity (or individual) for whom the EIN is being requested

2 Trade name of business (if different from name on line 1)

3 Taxpayer, administrator, trustee, "care of" name

4a Mailing address (room, apt., suite no., and street, or P.O. box)

4b Direct address (if different from 4a)

4c City, state, and ZIP code (if foreign, see instructions)

4d City, state, and ZIP code (if foreign, see instructions)

5 County and state where principal business is located

6a Name of responsible party

6b SSN, TIN, or EIN

7a Is this application for a limited liability company (LLC) or a foreign equivalent? ☐ Yes ☐ No

7b If 7a is "Yes," enter the number of LLC members ☐ Yes ☐ No

8a If 8a is "Yes," was the LLC organized in the United States? ☐ Yes ☐ No

8b Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check.

☐ Sole proprietor (SSN)

☐ Partnership

☐ Corporation (enter tax number to be filed)

☐ Personal service corporation

☐ Estate (SSN of decedent)

☐ Plan administrator (TIN)

☐ Trust (TIN of grantor)

☐ Federal bonded trust

☐ Other (specify)

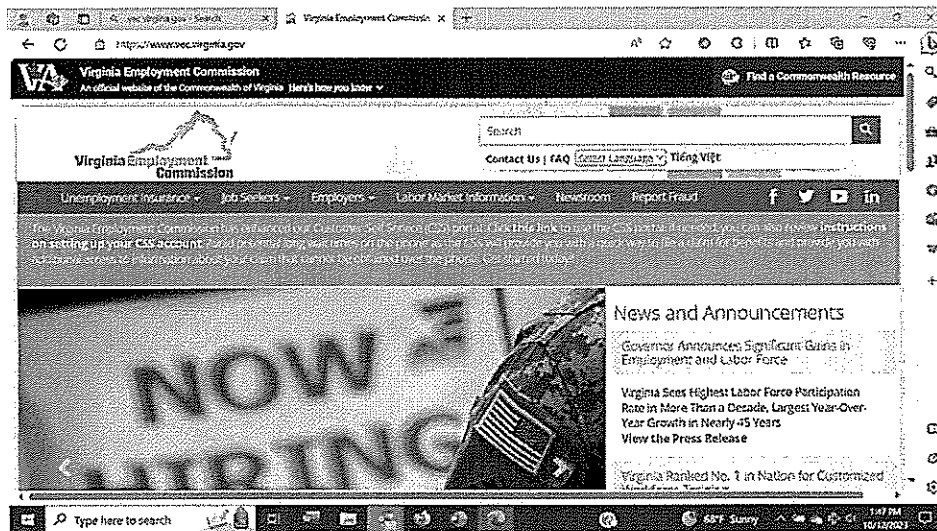
5

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

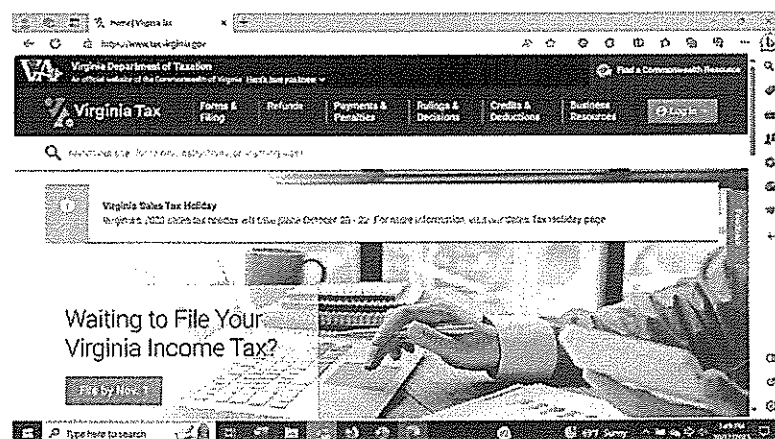
Virginia Dept. of Employment



7

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

Sales tax
Use tax
Meal tax,
Other tax



8



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**

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:

Great info! Thank you!

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