

- ☐ 1. Register with Virginia's State Corporation Commission (SCC) - <https://scc.virginia.gov/>
 - Get an [online account](#)
 - Register your business as an LLC, Corporation, or Partnership. Save your certificate!
 - Fees: LLC: \$100 to register, \$50 annual renewal. Corporation: \$75 to register, \$100 annual renewal
- ☐ 2. Register with the IRS - <https://www.irs.gov>
 - Apply for an [Employer Identification Number \(EIN\)](#). You will get your EIN immediately
- ☐ 3. **NEW!!** Beneficial Ownership Information (BOI) e-filing within 60 days on the US Treasury's [CinFen](#) website
- ☐ 4. Register with Virginia's Tax Department - <https://tax.virginia.gov>
 - If you sell goods to consumers, or have employees, get a [Virginia tax ID](#)
 - The same tax id is used for payroll taxes and sales tax payments (see also sales tax [Nexus rule](#))
 - Do it ONLY once you have employees, or the first month you actually owe sales taxes. NOT before.
- ☐ 5. Get your County or City Licenses and Permits
 - *Business License (BPOL), tangible property tax, and Home Occupation Permit*
 - Check with your County or your City (not both)
 - Fairfax County: [BPOL](#), [Property Tax](#) and [Home Occupation Permit](#)
 - Prince William County: [BPOL](#), [Property Tax](#), and [Home Occupation Certificate](#)
 - Loudoun County: [Business Taxes](#) and [Home Occupation Permit](#)
 - Arlington County: [Business License](#) and [Home Occupation Permit](#)
- ☐ 6. Open a Business Bank Account
 - Bring Virginia SCC registration certificate and IRS EIN letter
 - Bring valid IDs to prove your identity
- ☐ 7. Agreement between You and Your Partners (Optional)
 - Create an Operating Agreement for LLCs or a Stockholder Agreement for Corporations
 - Have the document notarized. Each partner must initial all pages and sign the document
 - Consult an Attorney
- ☐ 8. Get Business Insurance
 - General Liability Insurance
 - Professional or Product (Errors & Omissions) Insurance
 - Tangible property insurance
 - Business use of your personal car (your personal car insurance policy might not cover business use)
 - Worker's compensation insurance for your employees and independent contractors
- ☐ 9. Setup an Accounting System
 - Examples: Quickbooks, AccountEdge, Patriot, Zoho, Dynamics 365, Xero, Wave
 - Consult a CPA or a certified bookkeeper
- ☐ 10. Setup a Payroll Service if you have employees, or if you file as an S-Corp
 - Payroll Services: QuickBooks, AccountEdge, ADP, Gusto, Justworks, PayChex, Zenefits
- ☐ 11. Doing business with the state of Virginia and local governments
 - Apply for the [SWaM](#) status (Small, Women and Minority-owned business)
 - Register with [eVA](#), the Commonwealth of Virginia's online procurement system