



# STEPS TO STARTING A BUSINESS

Prince George County, VA

## Resources:

- [SBA.COM](https://www.sba.com)
- [IRS.GOV](https://www.irs.gov)
- [NOLO.COM](https://www.nolo.com)
- [VLRS.COMMUNITY.LA WYER](https://www.vlrs.com/community/la-wyer)
- [VDACS.VIRGINIA.GOV](https://www.vdacs.virginia.gov)

# 1

## choose a structure

*A business becomes a 'legal entity' meaning that it can own property, can hold bank accounts, and pays taxes almost exactly as if it were a living citizen of the Commonwealth of Virginia. There are several types, however, each with its own benefits and limitations. While it can be changed later, it is far easier to make this decision correctly before going further.*

### Business structures are like classes of cars.

There are reasons to buy a pickup truck, a coup, sedan, SUV, minivan; just like there are reasons to choose LP, LLC, S-Corp, C-Corp, etc.. The 'right choice' for you is truly dependent on your needs. Get to know the types and make a good decision for yourself. This decision impacts taxes, the relationships between owners, and, legal liability. If the company is sued for personal injury, can the plaintiff sue you personally and take your house, car, and bank accounts? These are important considerations.

- ◇ **Sole Proprietorships**
- ◇ **Limited Liability Companies (LLC's)**
- ◇ **General Partnerships**
- ◇ **C-Corporations**
- ◇ **S-Corporations**
- ◇ **B-Corporations**



- Here's more information about [business structures](#).
- [Federal tax implications](#) of different business structure choices.
- Free [legal information](#) regarding each structure.
- See what structure others in your industry choose with an [online wizard](#).
- We recommended consulting with both a [lawyer](#) and an [accountant](#) before choosing.
- If you are starting an agribusiness, there are state resources [tailored to help](#).



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- [SCC.VIRGINIA.GOV](http://SCC.VIRGINIA.GOV)
- [BOS.VIRGINIA.GOV](http://BOS.VIRGINIA.GOV)
- [SBSD.VIRGINIA.GOV](http://SBSD.VIRGINIA.GOV)

## 2 register your business and its name

*Virginia offers an online registration system on this website that can accomplish this task for most users. If your business structure is too complicated for the online system, or if you are starting a non-profit organization, the forms must be filled out and filed manually with the State Corporation Commission, a lawyer can help you with this.*



- *Check to make sure your company name isn't taken, and register your name and trademarks with the federal government [here](#).*
- *For more information about the registration process, including information for more complex business structures complete with forms and look up tables, [this commission is the authority](#).*
- *For most businesses, the [Virginia Business One Stop online registration tool](#) can handle this part for you.*
- *You should always consult a [lawyer](#) if you still have questions.*
- *You can register for [SWAM certification](#) if you are a small business (under 250 employees, \$10M revenue), woman-owned, or minority owned.*

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- [BOS.VIRGINIA.GOV](http://BOS.VIRGINIA.GOV)
- [TAX.VIRGINIA.GOV](http://TAX.VIRGINIA.GOV)
- [IRS.GOV](http://IRS.GOV)

### 3

## get your tax numbers

*The same way a person has a Social Security Number, a business has federal and state tax numbers.*



- *The Virginia Business One Stop online registration tool can assist you with obtaining your federal and state tax id's.*
- *Federal Information on business taxation.*
- *View forms required for each type of business structure.*
- *In Virginia, some types of businesses require specific tax registration.*

## Resources:

- [PRINCEGEORGECOUNTYVA.GOV](http://PRINCEGEORGECOUNTYVA.GOV)
- [BOS.VIRGINIA.GOV](http://BOS.VIRGINIA.GOV)

### 4

## obtain licenses

*Some businesses require special permits and professional licenses.*

- Do you need a license or permit? Check the list
- Virginia's Business One Stop's online registration tool can take care of many of these professional, occupational, specialty and local business licenses quickly online.
- Prince George County may require a local business license and/or zoning permits. It's a good idea contact the county's Commissioner of Revenue to determine business licensing requirements as well as the Zoning Office to determine requirements they may have.

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- [SMALLBUSINESS.WITHGOOGLE.COM](http://SMALLBUSINESS.WITHGOOGLE.COM)
- [EVA.VIRGINIA.GOV](http://EVA.VIRGINIA.GOV)
- [BOS.SBSD.VIRGINIA.GOV](http://BOS.SBSD.VIRGINIA.GOV)
- [VIRGINIASBDC.ORG](http://VIRGINIASBDC.ORG)

# 5

## open your doors

*Congratulations! Though we're still here to help...*



- *Do you have a website set up? Virginia businesses can set one up at no cost at [Google](http://Google).*
- *We can be your first customer! Have you considered selling to the [Virginia State Government](http://Virginia State Government)?*
- *For business information call (804-722-8609) or [email](mailto:) during regular business hours 8:30AM—5:00PM.*
- *If you haven't written a business plan, it's never too late. Help is available with the [Small Business Development Center](http://Small Business Development Center), as well as general planning and mentoring.*
- *Additional resources are available on the "Considering" section of the [business one stop site](http://business one stop site).*