

Start a Business in Alexandria, Virginia

1. Register with Virginia's State Corporation Commission (SCC) - <https://scc.virginia.gov/>
 - i. Create an [online account](#)
 - ii. Register your business as an LLC, Corporation, or Partnership.
 - iii. Fees: LLC: \$100 to register, \$50 annual renewal. Corporation: \$75 to register, \$100 annual renewal

2. Register with the IRS - <https://www.irs.gov>
 - i. Apply for an [Employer Identification Number \(EIN\)](#)
 - ii. Check "For banking purposes" when asked for the reason why you are applying for an EIN
 - iii. Save both a digital and physical copy of your number

3. Register with Virginia's Tax Department - <https://tax.virginia.gov>
 - i. If you sell goods to consumers, or have employees, get a [Virginia tax ID](#)
 - ii. The same tax id is used for payroll taxes and sales tax payments (see also sales tax [Nexus rule](#))
 - iii. Do it ONLY once you have employees, or the first month you actually owe sales taxes. NOT before.

4. Get your County or City Licenses and Permits
 - i. Business License (BPOL), business tangible personal property tax, and any additional permits
 - ii. Check with your County or your City (not both): [City of Alexandria Business License Application](#) (3 forms - Business License New Application, Interdepartmental Form, W-9)

5. Open a Business Bank Account
 - i. Bring your Virginia SCC registration certificate and IRS EIN letter
 - ii. Bring valid IDs to prove your identity

6. Agreement between You and Your Partners (Optional)
 - i. Create an Operating Agreement for LLC's or a Stockholder Agreement for Corporations
 - ii. Have the document notarized. Each partner must initial all pages and sign the document
 - iii. Consult an Attorney

7. Get Business Insurance through a Broker
 - i. General Liability Insurance
 - ii. Professional or Product (Errors & Omissions) Insurance
 - iii. Tangible property insurance
 - iv. Business use of your personal car (your personal car insurance policy might not cover business use)
 - v. Worker's compensation insurance for your employees and independent contractors

8. Setup an Accounting System
 - i. Set up an Accounting System (Examples: Quickbooks, AccountEdge, Patriot, Zoho, Dynamics 365, Xero, Wave)
 - ii. Consult a CPA or a certified bookkeeper

9. Setup a Payroll Service if you have employees, or if you file as an S-Corp
 - i. (Payroll Services: QuickBooks, AccountEdge, ADP, Gusto, Justworks, PayChex, Zenefits)

10. Get connected with the Alexandria Small Business Community (Optional)
 - i. Business associations are organizations by businesses, for businesses. There are many events, networking opportunities, happy hours, and more that occur each month through these organizations. [Get connected! Here is a full list of the business associations \(including the Chamber\) in the city of Alexandria.](#)
 - ii. Announcing a grand opening of your brick and mortar? [Connect with the Alexandria Economic Development Partnership](#) to arrange a ribbon cutting ceremony.

11. Doing business with the state of Virginia and local governments (Optional)
 - i. Apply for the [SWaM status](#) (Small, Women and Minority-owned business)
 - ii. Register with [eVA](#), the Commonwealth of Virginia's online procurement system