



## 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. Report [Beneficial Ownership Information](#) to U.S. Treasury's Financial Crimes Enforcement Network
  - i. This is a new requirement, as of January 1, 2024. In 2021, Congress passed the Corporate Transparency Act on a bipartisan basis. This law creates a new beneficial ownership information reporting requirement as part of the U.S. government's efforts to make it harder for bad actors to hide or benefit from their ill-gotten gains through shell companies or other opaque ownership structures.
  - ii. A reporting company created or registered to do business before January 1, 2024, will have until January 1, 2025, to file its initial BOI report.
  - iii. A reporting company created or registered in 2024 will have 90 calendar days to file after receiving actual or public notice that its creation or registration is effective.

- iv. A reporting company created or registered on or after January 1, 2025, will have 30 calendar days to file after receiving actual or public notice that its creation or registration is effective.
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- 11. 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.
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- 12. 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