

Business Entity

Are you a General Partnership, Limited Partnership, Corporation, Business Trust, or Limited Liability Company?

NO

Yes

Sole Proprietorship

Check Business Name Availability

[Check Name Availability Here](#)

Register with the State Corporation Commission

Click here for [FORMS](#)

Register Fictitious Name Locally
(if necessary)

Contact your County/Town Clerk of Court

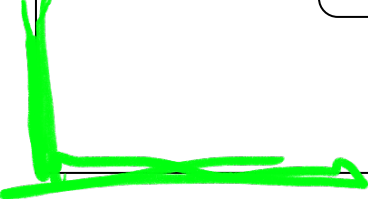
Obtain a Federal Employer Identification Number

[Complete Form SS-4](#)

No Employees

Will you be liable for Virginia Unemployment Tax?

Employees



Register with the Virginia Department of Taxation

[Complete Form R-1](#)

Register with the Virginia Employment Commission

[Complete Form VEC-FC-27](#)

Satisfy Local License Requirements

Contact your County and/or Town Office

Contact other State Agencies
(zoning, public works, health department, state contractors board, etc.)



Contact a Longwood SBDC Office
To request The Entrepreneur's Business Planning Guide

To find an LSBDC near you click [here](#).

Perform a feasibility study for your business idea

(Contact your local SBDC office for in depth assistance with this process)

- ☐ Type of business
- ☐ Research the market & competition
- ☐ Evaluate possible site locations
- ☐ Evaluate your personal creditworthiness by requesting your credit reports from www.annualcreditreport.com

Determine zoning ordinances, licenses, regulations, and permit requirements

- ☐ Required for the industry
- ☐ Required for local, state, and federal operation

Determine Business Entity Type

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Company

For more information on business entity types visit www.nolo.com.

Assemble Your Team

Consult with professionals for advice and estimates

- ☐ Attorney for legal issues
- ☐ Accountant for potential tax requirements and compliance
- ☐ Insurance Agent for bonding, property, and liability insurance

Contact your local LSBDC office for a list of professionals in your area.

Finalize Your Business Plan

Including financial projections for at least 2 years and a marketing strategy

For business plan assistance contact your local LSBDC office.

Explore and Pursue Financing Opportunities