



Starting an LLC in Virginia Checklist

1. Plan Your LLC

- Choose a business name (must include “LLC” or “Limited Liability Company”)
- Check name availability on the Virginia State Corporation Commission website
- Decide on the business purpose and activities
- Determine if you’ll have members (owners) or be single-member

2. Appoint a Registered Agent

- Designate a registered agent (individual or service in VA)
- Ensure agent’s address is a physical street address in Virginia
- Confirm agent is available during business hours

3. File Articles of Organization

- Complete Virginia LLC Articles of Organization (Form LLC-1011)
- Submit online or by mail to the Virginia State Corporation Commission
- Pay the filing fee (\$100 as of 2026)

4. Create an Operating Agreement

- Draft an LLC operating agreement (optional but recommended)
- Define ownership percentages, management structure, and voting rules
- Include procedures for adding/removing members or dissolving the LLC



5. Obtain an EIN

- Apply for an Employer Identification Number (EIN) from the IRS
- Needed for banking, hiring employees, and taxes
- Free online application on IRS.gov

6. Register for State Taxes

- Check if your LLC needs to register for Virginia state taxes (sales tax, employer withholding, etc.)
- Register with Virginia Department of Taxation if required

7. Business Licenses & Permits

- Determine local business licenses or permits required by your city/county
- Apply for any industry-specific permits (health, professional, zoning)

8. Set Up Banking & Finances

- Open a separate business bank account
- Set up accounting/bookkeeping system
- Track business expenses for tax purposes

9. Comply with Ongoing Requirements

- File Virginia Annual Report and pay annual fee (\$50)
- Maintain registered agent and office address
- Keep proper records of meetings, ownership changes, and financials



Quick Tips

- Keep business and personal finances separate
- Consult a tax professional for VA-specific taxes
- Consider liability protection and insurance needs
- Stay compliant with annual filings to maintain LLC status