



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
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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
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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)
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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
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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
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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
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7. Business Licenses & Permits

- Determine local business licenses or permits required by your city/county
 - Apply for any industry-specific permits (health, professional, zoning)
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8. Set Up Banking & Finances

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