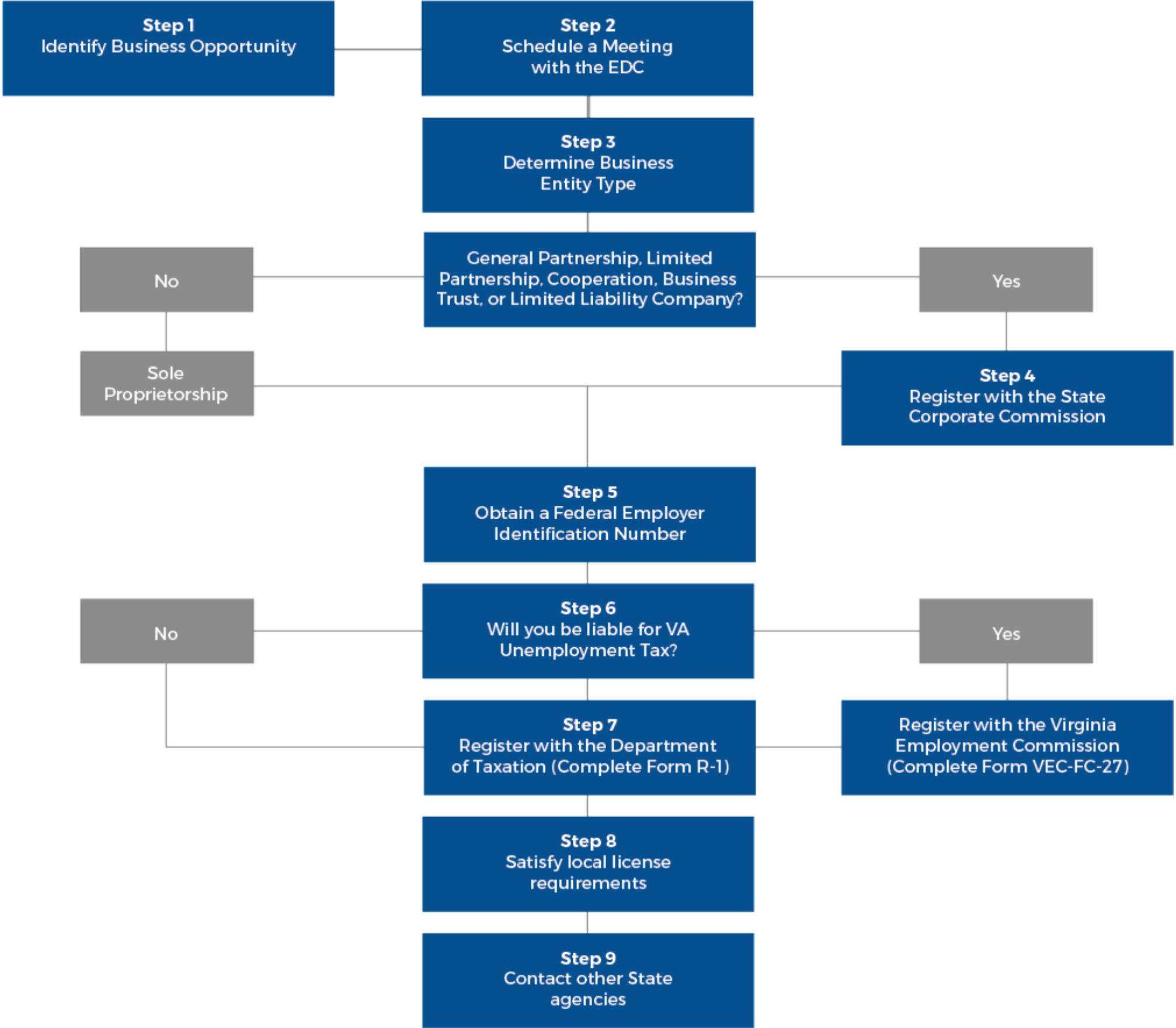
Step 1
Identify Business Opportunity
Step 2
Schedule a Meeting with the EDC
Step 3
Determine Business Entity Type
General Partnership, Limited Partnership, Cooperation, Business Trust, or Limited Liability Company?
No
Yes
Sole Proprietorship
Step 4
Register with the State Corporate Commission
Step 5
Obtain a Federal Employer Identification Number
Step 6
Will you be liable for VA Unemployment Tax?
No
Yes
Step 7
Register with the Department of Taxation (Complete Form R-1)
Register with the Virginia Employment Commission (Complete Form VEC-FC-27)
Step 8
Satisfy local license requirements
Step 9
Contact other State agencies