



Local Roots, Global Reach

ISLE OF WIGHT COUNTY, VIRGINIA

Starting a Corporation

Corporations have multiple and complex advantages and disadvantages. Things to take into consideration are: issues of income distribution and retention, liability protection, ownership transfer, taxation and legal costs. Like an LLC, a corporation offers a layer of liability protection for the owners. Although, using an attorney to incorporate is not legally mandated, most experts recommend doing so, particularly if it is a multi-member corporation.

Unlike General Partnerships or Sole Proprietorships, corporations cannot be dissolved easily. Small business typically choose to be S- corporations, which pass profits or losses directly to the shareholders, much like partnerships. For more information, talk to your accountant and the [IRS](#).

See if your business name is available in Virginia by **Either**:

- Searching [online](#)
- Calling the Clerk's Office Call Center at 804-371-9733 or toll-free in Virginia at 866-722-2551

Federal Note: If you want to protect your business name outside of your state, you will need to register your business name at the [US Patent and Trademark Office](#). For basic information, look at their [website for first timers](#).

File your Corporation at the Virginia's State Corporation Commission by **Either**:

- Registering online at [SCC eFile](#)
- Complete [Articles of Organization \(Form LLC-1011\)](#) and submit the original signed articles with the filing fee in the amount of \$100 to the:

Clerk of the State Corporation Commission
P.O. Box 1197, Richmond, Virginia 23218-1197

Check out the [Virginia State Corporation Commission website](#) to calculate your filing fee and find any additional applicable forms.

For Virginia State taxes: Fill out the R-1 application and:

- Fill out the application and mail it to:

**Registration Unit Virginia Department of Taxation
P.O. Box 1114
Richmond, VA 23218-1114
Fax: 804-367-2603**

Questions? Please call 804-371-9733 or toll-free in Virginia, 866-722-2551

Obtain an Employer Identification Number (EIN) by **Either**:

- Going to the IRS's website
- Calling the IRS at 800-829-4933
- Faxing or mailing the completed SS-4 application to:

**Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999
Fax: 859-669-5760**

If you are doing business under a name other than your legal business name, you must register for a business name in Isle of Wight County. For example, Jane Doe Catering, LLC is doing business as "Fun Foods."

To register a Business Trade Name with the Clerk of the Circuit Court visit the [Isle of Wight County Commissioner of Revenue's office](#) for assistance in completing the form. The form must also be notarized. A Corporation or "LLC" must bring a copy of registered name from the State Corporation Commission.

If your business will be located in the [Town of Smithfield](#) or [Town of Windsor](#), please contact the respective town directly regarding business name registration.

A \$12.50 fee applies and the payment should be made payable to: Sharon N. Jones, Clerk of Circuit Court. Contact number for Clerk of Circuit Court is 757-365-6233.