

# 10 Steps to Starting a Business

Starting a business involves making key financial decisions and completing a series of legal activities. This guide provides information to help you plan, prepare, and manage your business.

When I first started my business I had no idea what to do. I had been affected by Hurricane Katrina and all I knew was how to work in corporate as a Programmer Analyst.

I contact a few experts and the cost ranged anywhere from \$500-\$5,000 to help me get started. A hefty amount of money for a startup. So I decided to do the research myself and this is what I came up with. It saved me money starting out as a small business, but it was well worth the research.

I've also included my notes before I put together the list.

**Bonus links:** Virginia and Illinois. Each state has its own small business resources.

## 1. Step 1:

### [Research and Plan Your Business](#)

<http://www.business.gov/start/business-plan.html>

Use these tools and resources to help you prepare your business plan and become a successful business owner.

## 2. Step 2:

### [Get Business Assistance and Training](#)

<http://www.business.gov/start/assistance.html>

Take advantage of free training and counseling services, from preparing a business plan to getting financing, and help expanding and relocating a business.

- [Virginia Department of Business Assistance \(DBA\)](#)  
(886) 248-8814
- [Business Assistance - Virginia Tourism Corporation](#)
- [Virginia Department of Minority Business Enterprise](#)  
Ida O. McPherson - (804) 786 6585
- [Virginia Department of Business Assistance \(VDBA\)](#)
- [Small Business Assistance - Illinois.gov](#)
- [Small Business / Startup Resources - Illinois.gov](#)
- [Assistance for Illinois Businesses - Illinois General Assembly](#)
- [Small Business in Illinois - USA.gov](#)



- [Small Business Grants for Women in Illinois | Womensnet](#)
- [Resources | The U.S. Small Business Administration | SBA.gov](#)

- [Small Business Assistance | Homeland Security](#)
- [SCORE: Homepage](#)

3. Step 3:

**[Choose a Business Location](#)**

**<http://www.business.gov/start/business-location/>**

Get advice about choosing a customer-friendly location and complying with zoning laws.

- [Businesses | Virginia Tax](#)
- [Corporate income tax - Income Taxes - Illinois.gov](#)

4. Step 4:

**[Finance Your Business](#)**

**<http://www.business.gov/finance/financing/>**

Find government backed loans, venture capital and research grants to help you get started.

5. Step 5:

**[Determine the Legal Structure of Your Business](#)**

**<http://www.business.gov/register/incorporation/>**

Decide whether you are going to form a sole proprietorship, partnership, LLC, corporation, non-profit or cooperative.

6. Step 6:

**[Register a Business Name \("Doing Business As"\)](#)**

**<http://www.business.gov/register/business-name/dba.html>**

Register your business name with your state government.

- [State Corporation Commission - Commonwealth of Virginia](#)
- [Corporate & Limited Liability Company \(LLC ... - Illinois.gov](#)

7. Step 7:



### **[Get a Tax Identification Number](#)**

**<http://www.business.gov/finance/taxes/registration.html>**

Learn which tax identification number you'll need to obtain from the IRS and your state revenue agency.

- **[Businesses | Virginia Tax](#)**
- **[Illinois | Internal Revenue Service - IRS.gov](#)**

8. Step 8:

### **[Register for State and Local Taxes](#)**

**<http://www.business.gov/finance/taxes/state.html>**

Register with your state to obtain a tax identification number, workers' compensation, unemployment and disability insurance.

- **[Businesses | Virginia Tax](#)**
- **[Illinois Sales Tax Guide for Businesses - TaxJar](#)**

9. Step 9:

### **[Obtain Business Licenses and Permits](#)**

**<http://www.business.gov/register/licenses-and-permits/>**

Get a list of federal, state and local licenses and permits required for your business.

- **[Virginia \(VA\) Business License & Business Permit List](#)**
- **[Registration, Licenses, & Permits - Illinois.gov](#)**

10. Step 10:

### **[Employer Responsibilities](#)**

**<http://www.business.gov/business-law/employment/hiring/first-employee.html>**

Learn the legal steps you need to take to hire employees.



3/12/09 47 State Corporation Commission (SCC)  
P. O. Box 1197  
Richmond, VA 23218-1197  
scc.virginia.gov/cis  
1300 East Main St.

Dept Bus Assis Tyler Building, 1st Floor  
866 248 8814 Richmond, VA 23219  
804.371.9733 toll free 866.777.2551

Whic

Fee \$100 submit form  
\*application

(2) IRS 800.829.4933

Mr Diggs - 6207492

(3) VA State TAX

804.367.8057

Dale Torrent

-don't have to file/register

w/ no employees / retail sales

866-722-2551

(4) Circuit Court Clerk  
804.748.1241 (second room)

9500 Courthouse Rd  
Chesterfield, VA 23032

P.O. Box 125  
Chesterfield, VA 23032-0125

email: circuitcourtclock@chesterfield.g

\*by pass since SCC register business  
name is the same

(5) Commission of Revenue  
804.748.1281

\*Business License

Tara under \$10,000 business  
earning no fee (yr earnings)

\*LAST STEP

Once you register w/ SCC  
Call Commission of Revenue office

4/23/09 (6) SWAM .. (Registered)

www.dnbe.virginia.gov

804.786.5560

- independent contractor  
hire only  
they work for

someone else

4/23/09 - (7) Dunn and Bradstreet  
govt@dnb.com

5/26/09 (8) eVA 866-289-7367  
eva.state.va.us

- infomatic

- medical billing contracts

1% - 15,000,000

500 Small business

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www.virginia-business.org

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also call  
or Troy just

call anyone

- (9) VMBC

Tracy Gidder

- (10) MBL Oliver Singleton 649.7473

Kandy Brown  
(DMBE)

**649-7473**

- (11) DBA

- (12) Capital One Ruben Sanchez

(13) www.virginia-business.org

user ID:

password: