



Local Roots, Global Reach

# ISLE OF WIGHT COUNTY, VIRGINIA

## Starting a Limited Liability Company

Limited Liability Companies have limited legal liability like a full corporation. However, for tax purposes, you can choose to be taxed similar to a Sole Proprietorship or General Partnership, or like a corporation. For more information, talk to your accountant and the [IRS](#).

### See if your business name is available in Virginia by either:

- Search [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 LLC 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

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

If you choose to be taxed like a corporation (i.e. not through your personal tax forms), you must register your business with the Commonwealth of Virginia and file a R-1 by Either:

- Filling out the [R-1](#) application and mailing it to:

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

**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.