

VIRGINIA DEPARTMENT OF TAXATION

Business Registration
Information



www.tax.virginia.gov

Getting Started

If you are starting a business in Virginia, you must register with the Virginia Department of Taxation prior to opening your business.

- Virginia Department of Taxation offers easy on-line registration for businesses at www.tax.virginia.gov
- If you need assistance with on-line registration please call our Customer Services Office Monday through Friday 8:00 –5:00 (804) 367-8037
- Once you've registered your business, use our on-line **iFile** system to file and pay your tax returns with ease



Virginia Retail Sales and Use Tax REGISTRATION

Every business located in Virginia that sells at retail must register with the Virginia Department of Taxation to collect Retail Sales and Use Taxes.

A percentage of the Retail Sales and Use Tax collected by each retailer is distributed to the Virginia City or County where the sale occurs.

- Your online registration for Retail Sales and Use Tax will require a physical business location which is the address where your business will conduct retail sales
- Please notify Virginia Department of Taxation of any changes or additions to business location addresses
- The retail sales address you enter online should result in a FIPS (Federal Information Processing Standard) Code of 51510, which is the Code for the City of Alexandria.
- If you have any questions about which code to use or need assistance with the registration please call the VATAX Registration Unit at (804) 367-8057

BUSINESS **1** ONE STOP

Starting a new business? Try Virginia's new Business One Stop system and receive customized business formation information

Virginia's Business One Stop system is a service provided by the Virginia Department of Business Assistance. The purpose of the service is to accelerate business formation in the Commonwealth and thereby contribute to our economic prosperity. This service provides specific licensing, permitting and registration requirements for the user's business situation and assists with partial completion of the necessary forms.

www.vdba.virginia.gov