

Loudoun County Commissioner of the Revenue
Efile Instructions
www.loudoun.gov/efile
Step By Step Business Registration Instructions
(Step by step instructions for first time business registration)

Important tips:

You will always know that you have completely filled out the information on the entire page when a blue button appears at the bottom of the screen directing you to **Continue** to the next page or **Submit Filing** to complete your filing. If you do not see the blue button, then information is missing or has been entered incorrectly.

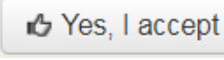
Red boxes will appear over an area with further instruction if there is an error.

The online system does not allow dashes in tax ID numbers or phone numbers.

The online system requires any dollar amount to be reported in a decimal format with dollars and cents. For example: 25.00 is correct but 25 will not be accepted.



The first page of efile will contain a legal disclaimer that must be accepted. After reading and if you agree:

Choose 

Test - Commissioner of the Revenue Online Services

Legal Disclaimer

To access this site, please acknowledge the following statement:

While using this site, you are responsible for the protection of your own computer against "spyware" programs which could compromise information entered on your own computer and subsequently sent over the internet. "Spyware" programs may be unknowingly downloaded on your computer when visiting other sites on the internet, but not from the Loudoun County website.

The Loudoun County Commissioner of the Revenue's Office makes every effort to ensure the most current and accurate business tax information possible. No warranties, expressed or implied, are provided for the data herein, for its use, or its interpretation. Neither Loudoun County nor the Commissioner of the Revenue's Office assumes any liability associated with the use or misuse of this data.

The Commissioner of the Revenue's Office offers convenient and secure online tax filing options for business tax. Businesses registered online may not be reflected in other online services for up to 2 business days.

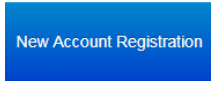
Loudoun County assumes no responsibility for incorrect information entered by taxpayers. Taxpayers are responsible for ensuring that tax declarations are filed in sufficient time to meet required deadlines. Taxpayers are responsible for printing and retaining the confirmation for any transaction. The time and date of transactions as indicated on the confirmation will be the effective date the declaration is filed. Failure of a taxpayer to understand any information provided herein will not constitute grounds for waiver of any penalties or interest due to filing a declaration after the designated deadline.

Under § 58.1-11 of the Code of Virginia, any person who willfully submits a return which he does not believe to be true and correct shall be guilty of a Class 1 misdemeanor.

Commissioner of the Revenue
Monday – Friday 8:30 a.m. to 5:00 p.m.
703-777-0260
[Business Information Email](#)
[Vehicle Information Email](#)

You will arrive at the Welcome Page.

Choose



Loudoun County VIRGINIA
WHERE TRADITION MEETS INNOVATION

Test - Commissioner of the Revenue Online Services

Welcome to the Loudoun County Commissioner of the Revenue's Online Filing Page.

Please select one of the options below to get started.

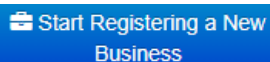
If you do not know your active account number(s), you may locate this information by viewing your Property Tax Payment History [here](#).

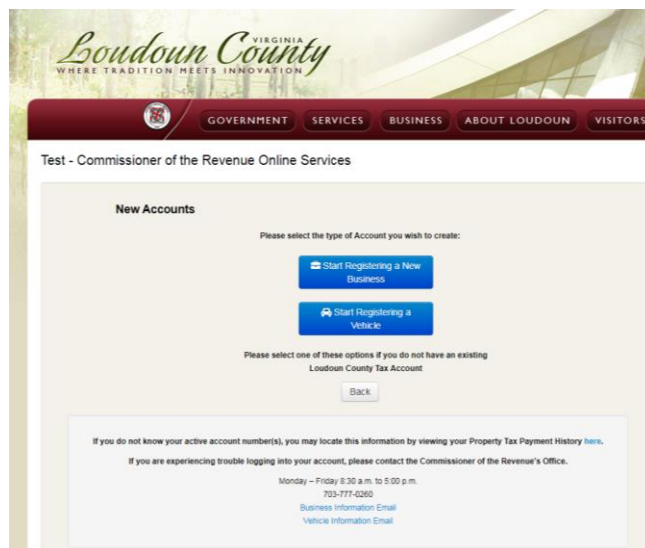
If you are experiencing trouble logging into your account, please contact the Commissioner of the Revenue's Office.

Monday – Friday 8:30 a.m. to 5:00 p.m.
703-777-0260
[Business Information Email](#)
[Vehicle Information Email](#)

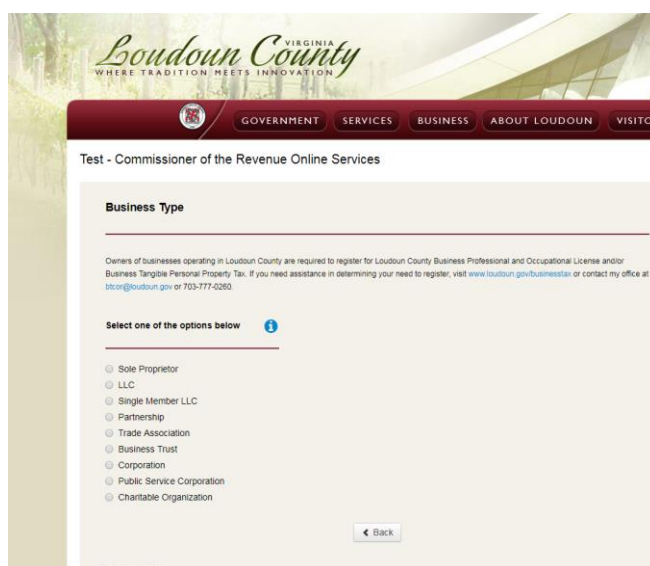
You will arrive at the New Accounts Page.

Choose

 Start Registering a New Business



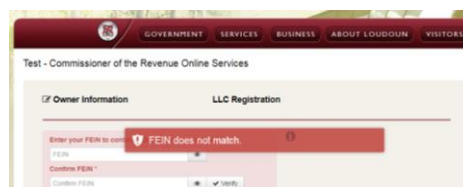
Choose a business type.



Enter your information as prompted.
Do not include dashes.
Sole Proprietorships and Single Member LLC's will enter the owner's Social Security Number.
All other businesses will enter a Federal Employer Identification Number (FEIN).
If the system states that you already have an account, it may be that you have a vehicle registered under your tax identifier (FEIN or SSN). In this case, log into your vehicle account and select, "Register New Business" on the first page that appears.



If you typed a wrong number, the system will ask you to re-enter the numbers.



Enter contact information.
Boxes with an asterisk (*) require an entry.

Test - Commissioner of the Revenue Online Services

☒ Owner Information **LLC Registration**

Business Name *
Business Name

Trading Name
Trading Name

Telephone *
Telephone

Cell
Cell

Fax
Fax

Email *
Email

Confirm Email *
Confirm Email

Web Address
Web Address

International Telephone
International Telephone

☐ Share Contact Info (Business Only)?

Mailing Address

Mailing Address Line 1*
Mailing Address Line 1

Mailing Address Line 2
Mailing Address Line 2

City*
City

State*
State

Zip Code*
Zip Code

Zip Code Ext.
Zip Code Ext.

[< Back](#)

Finish filling out your information and click
Continue to submit your information.

Test - Commissioner of the Revenue Online Services

☒ Owner Information **LLC Registration**

Business Name *
Knowledge LLC

Trading Name
Knowledge Cave

Telephone *
7032418989

Cell
Cell

Fax
Fax

Email *
mallia.garman@loudoun.gov

Confirm Email *
mallia.garman@loudoun.gov

Web Address
Web Address

International Telephone
International Telephone

☐ Share Contact Info (Business Only)?

Mailing Address

Mailing Address Line 1*
21641 Ridgeway Circle

Mailing Address Line 2
Suite 3

City*
Sterling

State*
VA

Zip Code*
20166

Zip Code Ext.
Zip Code Ext.

[< Back](#) [Continue](#)

The screen will confirm that you have
successfully created an account.
At this point, an account number is
generated and emailed to the email
address you entered during registration.

or the Revenue Online Services

Account Registration

Customer was successfully created. Email sent to: mallia.garman@loudoun.gov
Please enter the following login credentials to continue the new account number registration.

To continue the account registration, enter
the information that you used to create the
account. If the entered information does
not match your original entries, you will get
an error message like the one below.

Continue New Account Registration

The customer information has been submitted and your new account number has been emailed to the following email address: mallia.garman@loudoun.gov

Upon receipt of the email, please enter the following login credentials to continue the new account number registration.

Zip Code
20166

Account #
575069

Federal ID or SSN

[Re-Enter Email Address](#) [Continue Account Registration](#) [Cancel Registration](#)

Once the correct information is entered,
click **Continue Account Registration**

Test - Commissioner of the Revenue Online Services

Continue New Account Registration

The customer information has been submitted and your new account number has been emailed to the following email address: mallia.garman@loudoun.gov

Upon receipt of the email, please enter the following login credentials to continue the new account number registration.

Zip Code
20166

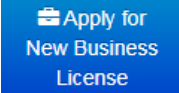
Account #
575069

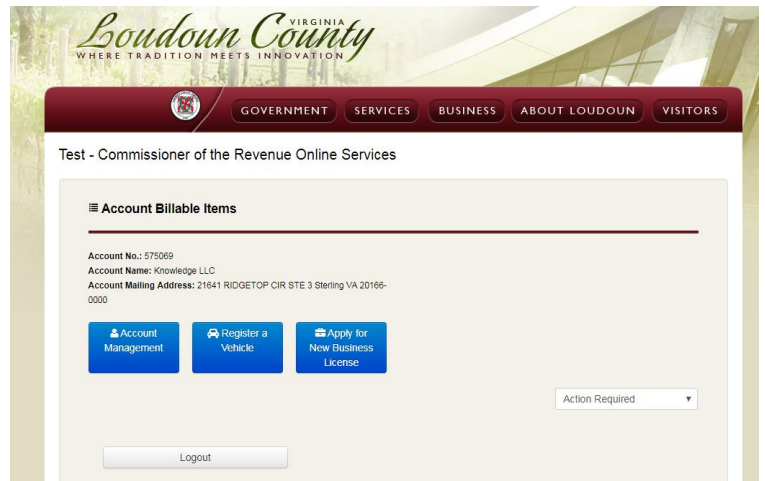
Federal ID or SSN

[Re-Enter Email Address](#) [Continue Account Registration](#) [Cancel Registration](#)

* Required Field

You will arrive at the Account Billable Items page.

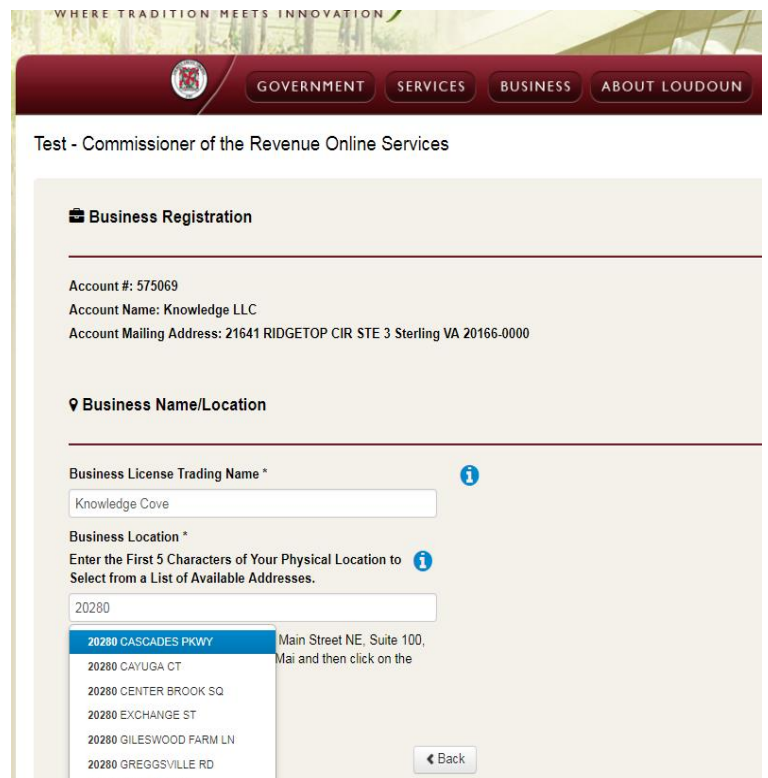
Click 



Fill out the information for your business. If you have registered a specific trading name (DBA-Doing Business As) with the Clerk of the Court, then enter that name. If you will be operating under the Account name, you may enter that name for the Business License Trading Name. For the business location, enter the first 5 characters of your address and a list of address options will appear. Select your address when it appears and click

[Continue >](#)

If your address does not appear, you will be given the option to manually enter your information.



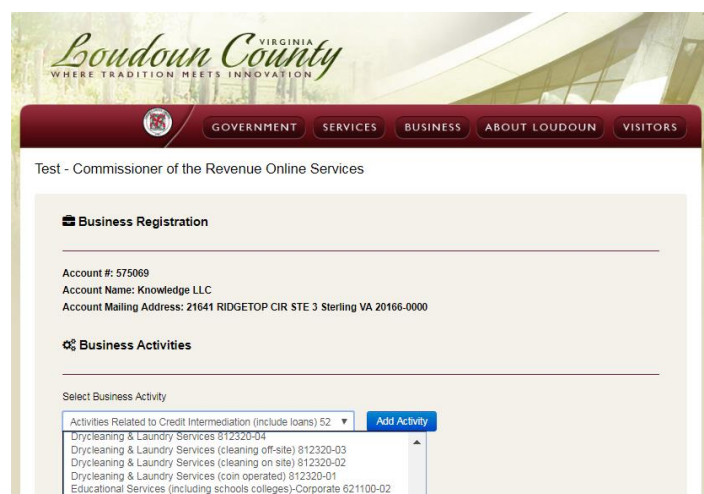
To choose your business activity, click on the small arrow at the right side of the box and a drop down list will appear with a variety of business activities. Scroll through the list to find the description that best matches your business.

Once you locate your activity, click on the description to highlight it and click

[Add Activity](#)

Check out the Business Tax tab on the Loudoun County website for information on business activities and corresponding tax rates.

<https://www.loudoun.gov/1570/Business-Tax-Rates>



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Business Registration

Account #: 575069
Account Name: Knowledge LLC
Account Mailing Address: 21641 RIDGETOP CIR STE 3 Sterling VA 20166-0000

Business Activities

Select Business Activity

Educational Services (including schools/colleges) business

Original Business Establishment Date*

11/29/2018

Activity	Business License Start Date*	Business Activity Description*
811000-02: Educational Services (including schools/colleges) business	11/29/2018	Online <u>ed</u> education

Back Continue

* Required Field

Enter the original start date for your business.


Enter the date the business opened in Loudoun County.

Enter a detailed description of your business activity.

Click [Continue >](#)

The business items have now been created and you will be directed to the Account Billable Items page where you will file your returns as well as update any information.



Rows with  alert you to required filings. Click on the drop down arrow in the actions column.





Account Billable Items

Account No.: 575069
Account Name: Knowledge LLC
Account Mailing Address: 21641 RIDGETOP CIR STE 3 Sterling VA 20166-0000

Account Management Register a Vehicle Apply for New Business License Close Business Location

Filter By: Action Required

Tax Type: Business License

License Number	License Name	Tax Code	Tax Code Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
512899	Knowledge Cove	104	Business Service	20280 CASCADES PKWY STERLING 20165 6486 VA US	11/29/2018		Business License		

File/View Close Move

Logout

Click on the Actions drop down arrow to see what actions are available. Choose File/View.

The item information will open. The Status column will reflect the current status of the item.

Click [View Filing](#)

Business License

License #: 512899
License Name: Knowledge Cove
Location: 20280 CASCADES PKWY STERLING 20165 6486 VA US
Tax Code: 104 Business Service

Filter by Tax Year: 2018 Filter by Filing Status: All

Installment	Taxed From	Taxed To	Taxable Value	Status	
1	12/1/2018	12/31/2018	\$0.00	Unfiled and Can Be Filed	View Filing

Logout Return To Billable Items

The item filing area will open. Fill in all the required information and check the box certifying that all your information is true and correct.

Important TIPS

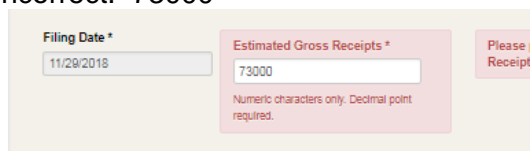
A red box will appear around any information that is not entered correctly or is incomplete.

All numeric entries require a decimal point.

Example:

Correct: 73000.00

Incorrect: 73000



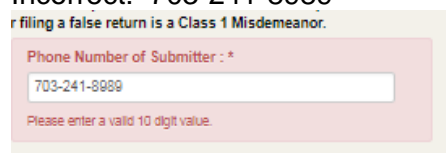
Phone number should only include digits.

Do **not** include dashes.


Example:

Correct: 7032418989

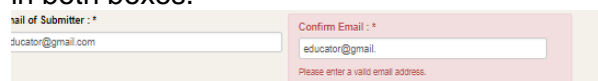
Incorrect: 703-241-8989

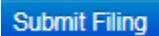


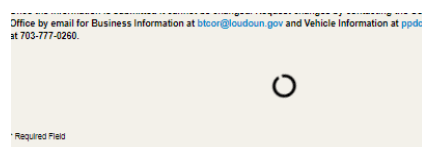
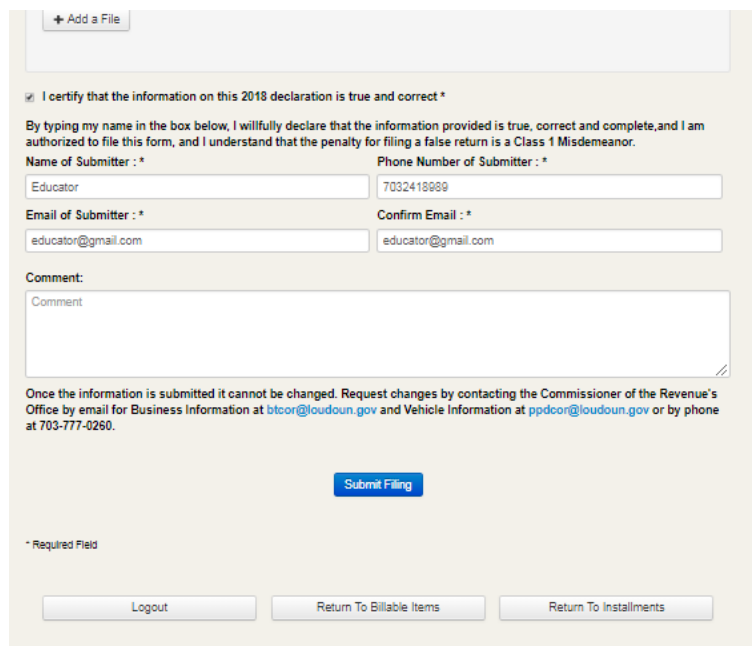
If you would like to attach a document to your

filing, click  and the folders from your computer will appear and you may choose the file you would like to attach.

Be sure you have entered the email correctly in both boxes.



Once all information is entered correctly, the  button will appear at the bottom of the screen. If it does not appear, then some entry needs to be corrected. Look over the page for the red boxes alerting you to errors.



After you have submitted your information, the circle icon will appear as the system is processing your filing. Once the account is created successfully, you will be re-directed to the Treasurer's portal if an invoice has been generated by your filing or you will return to the Billable Items page to continue with other required filings. Log out of your account when you have completed all the necessary required actions.

Congratulations! You have successfully registered your business with Loudoun County!

In the future, you will access your account at: www.loudoun.gov/efile and enter your new six digit business account number, your employer tax ID# and the zip code of your mailing address. If you need to locate your account number, you may visit the Treasurer's portal at www.loudounportal.com/taxes and enter your employer ID# and zip code.

Please note that depending on the nature of your business activity, you may be required to carry permits and/or have inspections performed before you may open your business to the public. For more information on starting a business, go to: <https://www.loudoun.gov/1583/Starting-a-Business-in-Loudoun-County>