



## Commonwealth of Virginia Department of Taxation

### iReg Registration Complete – Corporation Income

Your registration is successful and complete!

Please save and / or print a copy of this document for your tax records. This information is only available one time.

| Tax Type           | Virginia Account Number | Filing Frequency | Beginning Liability Date |
|--------------------|-------------------------|------------------|--------------------------|
| Corporation Income |                         | Calendar         | 03/2023                  |

#### Account Number

Your 15 character Virginia Account Number (displayed above) is important and required every time you file a return, make a payment or contact the Virginia Department of Taxation (VirginiaTax).

#### Filing Requirements and Obligations

The next sections will help explain your tax obligations as a corporation and to Virginia Tax.

#### Forms, Frequency and Due Dates

Based on your registration, your filing frequency is **Calendar** and you must file / pay using the following forms and schedules. Additional information is available on the [Corporation Income Tax](#) page.

- **Form 500** – annual tax return (and related schedules) to report corporation income taxes  
NOTE: This tax return is required even if there is no tax to report for the filing period.
  - Due on / before the **15<sup>th</sup> day of the 4<sup>th</sup> month** following the close of the taxable year
  - Nonprofits – due on / before the **15<sup>th</sup> day of the 6<sup>th</sup> month** following the close of the taxable year
- **Form 500ES** – quarterly form to make estimated payments to offset tax owed – per specific [500ES due dates](#)  
NOTE: Estimated payments are required when the tax is expected to exceed \$1,000 for the filing period.
- **Form 500CP** – extension form to make a payment of 90% of tax owed – due on / before **April 15**

An automatic 6 month filing extension is allowed, provided that the return is filed within 6 months from the due date of the return. This filing extension (500CP) does not apply to paying; your payment must still be made on / before the due date.

#### How to File and Pay

You are **required** to electronically file / pay your Corporation Income Tax using one or more of the following online options.

- **Form 500 and schedules** – use either of the options based on your filing needs / eligibility.
  - [Corporate e-File](#) – paid software option to file federal and state returns using the IRS e-File program
  - [500EZ eForm](#) – free option to file a state only return that is based on [specific eligibility](#)
- **Forms 500ES, 500CP and final payments** – use the [Online Services Overview](#) to help choose the option(s) to best fit your needs. All options below are secure and free
  - [eForms](#)
  - [Business Online Account](#)

If you are unable to file/pay electronically at this time, you may request a [temporary waiver](#) to use the paper method.

## Filing Requirements and Obligations (continued)

### Penalty and Interest

You are required to file/pay your annual tax return on or before the due date, even when no tax is due for the filing period. Failure to file on time (or at all) will result in Virginia Tax sending you a penalty notice for failure to file, even if no tax is due.

Depending on the situation, additional different penalties may apply. Review the [Form 500 instructions](#) for full details. For late filing and payment, interest is assessed at the rate established in Schedule 6621 of the Internal Revenue Code, plus 2%.

### Record Keeping

Keep the following information with your tax records and store it according to the length of time described below.

- Account Number = Always
- Copies of returns / schedules / payments filed with Virginia Tax = 3 Years
- Online system / electronic confirmations = 3 Years

### Report Changes

Keep your information current and report changes in a timely manner using our [Business Online Account](#) option. Access the **Update Your Business Profile** feature to report your changes.

- Update Addresses and Contacts
- Update Responsible Officer Details
- Register for Additional Taxes
- Add a New Business Location
- Close a Business or Business Location

### Contact Us

For assistance or for questions regarding your registration, please call 804.367.8037.

For specific tax type questions and related phone numbers, visit our [Contact Us](#) page.

Visit our website [www.tax.virginia.gov](http://www.tax.virginia.gov) for your Virginia tax needs.