

Form VA-W

Withholding Transmittal For Submitting Paper W-2 and 1099 Forms

To be used when VA-6's are filed without W-2 and/or 1099 documents.

TAX YEAR	VIRGINIA ACCOUNT NUMBER	
FEIN	CONTACT NAME	CONTACT PHONE NUMBER
BUSINESS NAME		

Date the VA-6 was filed.

Number of W-2 and/or 1099 Forms reported.

Number of W-2 and/or 1099 Forms submitted with this VA-W.

Mark the appropriate oval to indicate the method used to file the Form VA-6:

Filed on paper
 Business iFile
 Web Upload

VA-6 filed by Payroll Service Provider (PSP) - Name of PSP _____

Form Instructions

Please see the Additional Information below before completing this form. This transmittal document should be used to submit paper withholding documents to the Department of Taxation in the event that you submitted your Form VA-6 Annual Summary at an earlier date. Under these circumstances, please **do not** send a copy of your VA-6.

This transmittal form should be completed and included with the W-2's and/or 1099's and sent to:

Department of Taxation
W-2 Processing
P.O. Box 1278
Richmond, VA 23218-1278

Additional Information

Employers who furnish 50 or more Employee Wage Statements (W-2 and/or 1099) must submit their W-2 statements that reflect Virginia income tax electronically through Web Upload. See our Online Services at www.tax.virginia.gov for Web Upload information.

Employers who furnish less than 50 Employee Wage Statements (W-2 and/or 1099) may submit the paper copies of the W-2 and/or 1099 series that reflect Virginia income tax or may choose to file electronically using Web Upload. See our Online Services at www.tax.virginia.gov for Web Upload information.