

Form VA - W
Withholding Transmittal for submitting paper W2 and 1099 forms
(To be used when VA-6 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:

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 Magnetic Media
- iFile Web Upload
- VA-6 filed by Payroll Service Provider (PSP)

Name of PSP _____

Form Instructions

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-2s and/or 1099s and sent to:

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

Additional Information

Employers who furnish less than 250 Employee Wage Statements (W-2)
may submit paper copies of the W-2 that reflect Virginia income tax withheld.

Employers who furnish 250 or more Employee Wage Statements (W-2)
must submit the W-2s by magnetic media. Complete instructions related to magnetic media are located at our website www.tax.virginia.gov.