

Sales Tax Electronic Filing Waiver Request

Complete this form to request a waiver if you are unable file and/or pay your Sales Tax electronically, or need more time to do so.

Waivers may be granted for up to one Tax Year and will expire with the June tax period due in July. If you need additional time once the waiver period ends, you must submit a new waiver request.

Business Information

Tax Preparers submitting requests for multiple businesses - Provide **your** contact information below and attach a list of all businesses represented in this request and provide the Business Name, Sole Proprietor Name if applicable, and Federal Employer Identification Number (FEIN) of each. The Approval or Denial letter will be sent to the business. All others, provide the information requested below.

Business Name: _____

If a Sole Proprietor, First and Last Name of Owner: _____

FEIN: _____

Mailing Address: _____

Contact Name: _____ Phone Number: _____

Reason for Waiver

Check the reason a waiver is being requested and provide all information requested.

No Computer

Need More Time – Provide the specific reason and the date you expect to be ready. _____

No Internet Access Available in Area

Business Closed / Closing – Provide the date the business closed or it is closing. _____

Other – State the specific reason. _____

Fax to: (804) 367-3015

OR

**Mail to: Virginia Department of Taxation
Waiver Requests
PO Box 27423
Richmond, VA 23261**