

Virginia Department of Taxation



eForms W-2 – 1099 Guide

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Overview

Virginia's [eForms](#) system is a free and secure system using **fillable electronic forms** to electronically file your wage and tax statements to the Virginia Department of Taxation (Department).

This means you key your W-2 or 1099 information into the eForm and submit it electronically to the Department. eForms allow you to file directly from your web browser, all without signing up.

The eForms W-2 – 1099 Guide will explain:

- How Authentication works via the Business iFile and eForms systems
- How to use eForms to file your W-2 and 1099 data
- How to save and/or print a summary of your data as an Adobe PDF (image document)

New This Year

For businesses that have less than 20 employees, there is new eForm that combines the VA-6 and W-2 eForms. It helps make filing more efficient and ensures that both the VA-6 and W-2 are filed appropriately. Instructions for completing the VA-6/W-2 are available once the eForm is selected.

Authentication Requirements

Before using eForms to key in wage statement data, you are required to authenticate the business for which you are filing. There are two ways to do this and access the applicable W-2 or 1099 eForm.

1. Access directly from the [eForms homepage](#), or
2. Access after logging in to your [Online Business Accounts](#) account

Authentication ensures that only those individuals who are authorized to access the account data may do so. If invalid information is entered there will be a message advising that the information is incorrect. For assistance, please contact Customer Services at (804) 367-8037. NOTE: After 6 attempts, you are locked out for 24 hours and cannot file the W-2/1099-MISC/1099-R.

eForms Homepage

The [eForms](#) do not require a separate sign-up to use them. Instead, you are required to authenticate the specific business by providing the following information.

Authentication

To ensure you are a valid employer, you must authenticate the business for which you are filing.

To begin, please have the 9-digit Federal Employer's Identification Number (FEIN) for the business you are filing and the total amount of withholding tax payments made during the calendar year. Payments are for withholding tax amounts paid only and should not include any penalty or interest payments.

Account Number

30- FEIN... F- Suffix...

Taxable Year

2017

Total Virginia Withholding Tax Paid

\$

OK

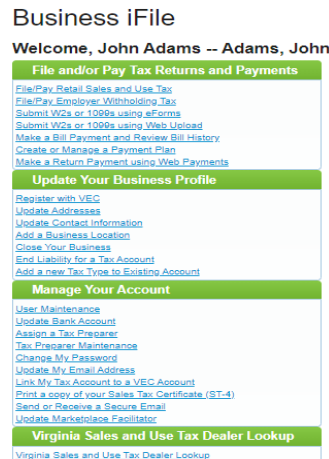
- The Employer FEIN (and account suffix)
- The Tax Year for which you are filing
- The total amount of withholding tax paid to the Virginia Department of Taxation during the filing year

NOTE: The total amount of withholding tax paid is the sum of all payments made in the taxable year and does not include penalty or interest paid.

Business iFile Account

Logging in through an [Online Business Accounts](#) account will address the authentication required to use the W-2 eForms. There are two ways to access the applicable eForm, when logged into Business iFile.

1. Click "File and/or Pay Tax Returns and Payments" and select the eForms option for the specific W-2, 1099-R or 1099-MISC eForm.
2. Select the eForms option from the VA-6 (or VA-6H) confirmation page.



Business iFile provides separate links to the **eForms** system and to the **Web Upload** system, so customers can file wage statements according to their needs.

Entering W-2, 1099-R or 1099-MISC Data

Once you access the eForm and authentication is complete, you will be able to manually enter your data onto the eForms screens.

Regardless of your authentication method, the same screens are displayed for you to key in the wage statement data.

- Employer Information – demographics for the employer or payer, FEIN and tax year
- Employee Information – entries for each employee or payee

Also, please remember these details:

- The FEIN may not be changed.
- Confirm the correct tax year is displayed for the wage statement data.

Previews of these screens are available in each Appendix listed below.

- [Appendix A](#) – W-2
- [Appendix B](#) – 1099-R
- [Appendix C](#) – 1099-MISC

Reminder - additional information on using the eForms system is available on the [eForms FAQs](#) page.

Contact Resources

If you are unsure of the total Virginia withholding tax paid or have other W-2/1099 eForms questions (ex. amending / correcting data) not covered per the [Electronic W-2 – 1099 Filing Guidelines](#), please [Contact Us](#) for further assistance.

For additional information on using the [eForms](#) system, see the [eForms FAQs](#) page.

Appendix A – W-2 Preview Screens

The images below are screenshots of the W-2 screens in eForms that can only be accessed after completing the eForms W-2 Authentication Process.

- DO NOT mail a copy of the submitted eForm confirmation page to the Virginia Tax Department.
- DO NOT use these eForms W-2 screens as W-2s distributed to your employees.
- You can submit up to 100 employees per W-2 eForm.

Virginia Tax
Form W-2 - Wage and Tax Statement

For Assistance: [eForms User Guide](#) [eForms FAQs](#) **Status: NOT FILED**
[W2/1099 Guide](#) [Contact Us](#)

W-2 Sign & Confirm

EMPLOYER INFORMATION

For Tax Year: 2018 FEIN: V54446633 Business Name: Any Business
Business Contact Name: Contact Name... Business Contact Phone: Contact Phone...

EMPLOYEE W-2 INFORMATION

Number of W2's: 1 Total Virginia State Wages: \$0.00
Total Virginia State Tax Withheld: \$0.00

SSN	First Name	Last Name	Address	City	State	ZIP Code	VA State Wages	VA State Tax Withheld	
					VA				Remove Add


Save As Draft Next Step

If you used Online Business Accounts, the Business information will be filled in for you

Only Virginia W-2 data may be entered into this W-2 eForm. If you wish to submit 1099 data electronically, review the [1099-R](#) or [1099-MISC](#) eForm details.

W-2 Preview Screens

W-2 eForm with Employee Information



Virginia Tax

Form W-2 - Wage and Tax Statement

For Assistance: [eForms User Guide](#) [eForms FAQs](#) Status: NOT FILED

[W2/1099 Guide](#) [Contact Us](#)

W-2 Sign & Confirm

EMPLOYER INFORMATION

For Tax Year: FEIN: Business Name:

Business Contact Name: Business Contact Phone:

EMPLOYEE W-2 INFORMATION

Number of W2's: **2** Total Virginia State Wages: **\$30,000.00** Total Virginia State Tax Withheld: **\$1,500.00**

SSN	First Name	Last Name	Address	City	State	ZIP Code	VA State Wages	VA State Tax Withheld	
230-01-1212	John	Smith	123 Any St	Richmond	VA	23222	15,000.00	750.00	Remove
230-02-1212	Sally	Jones	123 Any St	Richmond	VA	23222	15,000.00	750.00	Remove Add

Next Step

The totals displayed update with each W-2 entry added. Confirm the totals are correct before clicking Next Step.

You can Add or Delete W-2 employees prior to submitting the information. Up to 100 W-2s may be in an eForm W-2 submission.

Only **Virginia** amounts and Withholding may be entered into the fields of the eForm W-2. Entering data into this W-2 eForm means you are indicating that only Virginia amounts and Withholding will be submitted.

VA-6/W-2 Preview Screen (NEW for 2019)

Virginia Tax
 Form VA-6 / W-2 – Annual or Final Summary of Virginia Income Tax Withheld and Wage and Tax Statement (for employers who employ up to 20 employees)

For Assistance: [W2/1099 Guide](#) [Form VA-6I](#) [Instructions](#) [eForms FAQs](#) Status: NOT FILED
[Contact Us](#)

VA-6 / W-2
Payment
Sign & Confirm

EMPLOYER INFORMATION

For Tax Year: FEIN:

Business Name:

Mailing Address:

City:

State: ZIP:

INCOME TAX PAID

Monthly & Seasonal filers - enter the amount paid for each month, including 0 (zero).
Semi-Weekly & Quarterly filers - enter the amount paid in the last month of each quarter (Lines 3, 6, 9 & 12). Enter zero in the remaining months.

1. Jan	2. Feb	3. Mar
\$	\$	\$
4. Apr	5. May	6. Jun
\$	\$	\$
7. Jul	8. Aug	9. Sep
\$	\$	\$
10. Oct	11. Nov	12. Dec
\$	\$	\$

VA-6

13. Total Payments:

14. Total Tax Withheld:

15. Additional Payment:

16. Total Number of Statements
Number of W-2 and 1099 statements associated with this return.

Check if this is an amended return.

EMPLOYEE W-2 INFORMATION

Number of W-2s: 1 Total Virginia State Wages: \$0.00
 Total Virginia State Tax Withheld: \$0.00

SSN	First Name	Last Name	Address	City	State	ZIP Code	VA State Wages	VA State Tax Withheld	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	VA	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove Add

Save As Draft
Calculate

You can Add or Delete W-2 employees prior to submitting the information.
Up to 100 W-2s may be in an eForm W-2 submission.

You can Add or Delete W-2 employees prior to submitting the information. Up to 20 employees are allowed on the W-2/VA-6

Appendix B – 1099-R Preview Screens

The images below are screenshots of the 1099-R screens in eForms that can only be accessed after completing the eForms 1099-R Authentication Process.

- DO NOT mail a copy of the submitted eForm confirmation page to the Virginia Tax Department.
- DO NOT use these eForms 1099-R screens as 1099-Rs distributed to your payees.
- You can submit up to 100 employees per 1099-R eForm.

Virginia Tax
Form 1099-R - Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

For Assistance: [eForms User Guide](#) [eForms FAQs](#) **Status: NOT FILED**
[W2/1099 Guide](#) [Contact Us](#)

1099-R Sign & Confirm

PAYER INFORMATION

For Tax Year: 2018 FEIN: V54446633 Business Name: Any Business
Business Contact Name: Contact Name... Business Contact Phone: Contact Phone...

PAYEE 1099-R INFORMATION

Number of 1099-R Payees: 1 Total Virginia State Tax Withheld: \$0.00

SSN	First Name	Last Name	Address	City	State	ZIP Code	Distribution Codes	Gross Distribution	Taxable Amount	Virginia State Tax Withheld
SSN...	First Name...	Last Name...	Address...	City...	VA	ZIP Code...				

Save As Draft Next Step


If you used Online Business Accounts, the Business information will be filled in for you

Only Virginia 1099-R data may be entered into this 1099-R eForm. If you wish to submit W-2 data electronically, review the [W-2 eForm details](#).

The City, State and Zip Code of the Payer may be left blank only if the information is unknown.

1099-R Preview Screens

1099-R with Payee Information



Virginia Tax

Form 1099-R - Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

For Assistance: [eForms User Guide](#) [eForms FAQs](#) Status: NOT FILED

[W2/1099 Guide](#) [Contact Us](#)

1099-R
Sign & Confirm

PAYER INFORMATION

For Tax Year: FEIN: Business Name:

Business Contact Name: Business Contact Phone:

PAYEE 1099-R INFORMATION

Number of 1099-R Payees: **2** Total Virginia State Tax Withheld: **\$1,500.00**

SSN	First Name	Last Name	Address	City	State	ZIP Code	
Distribution Codes	Gross Distribution	Taxable Amount	Virginia State Tax Withheld				
<input type="text" value="230-01-1234"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="123 Any St"/>	<input type="text" value="Richmond"/>	<input type="text" value="VA"/>	<input type="text" value="23222"/>	-
<input type="text" value="3 - Disability"/>	<input type="text" value="15,000.00"/>	<input type="text" value="5,000.00"/>	<input type="text" value="750.00"/>				
<input type="text" value="230-02-1234"/>	<input type="text" value="Mary"/>	<input type="text" value="Jones"/>	<input type="text" value="123 Any ST"/>	<input type="text" value="Richmond"/>	<input type="text" value="VA"/>	<input type="text" value="23222"/>	-
<input type="text" value="2 - Early distribution"/>	<input type="text" value="15,000.00"/>	<input type="text" value="5,000.00"/>	<input type="text" value="750.00"/>				

The total displayed will update with each 1099-R entry added.

Confirm the totals are correct before clicking on Next Step.

You can Add or Delete 1099-Rs prior to submitting the information.

Up to 100 1099-Rs may be in an eForm 1099-R submission.

Only **Virginia** amounts and Withholding may be entered into the fields of the eForm 1099-R.

Entering data into this 1099-R eForm means you are indicating that only Virginia amounts and Withholding will be submitted.

Appendix C – 1099-MISC Preview Screens

The images below are screenshots of the 1099-MISC screens in eForms that can only be accessed after completing the eForms 1099-MISC Authentication Process.

- DO NOT mail a copy of the submitted eForm confirmation page to the Virginia Tax Department.
- DO NOT use these eForms 1099-MISC screens as 1099-MISCs distributed to your payees.
- You can submit up to 100 employees per 1099-MISC eForm.

Virginia Tax
Form 1099-MISC - Miscellaneous Income

For Assistance: [W2/1099 Guide](#) [eForms FAQs](#) **Status: NOT FILED**
[Contact Us](#)

1099-MISC Sign & Confirm

PAYER INFORMATION

For Tax Year: 2019 FEIN: V54446633 Business Name: Any Business
Business Contact Name: Contact Name... Business Contact Phone: Contact Phone...

PAYEE 1099-MISC INFORMATION

Number of 1099-MISC Payees: 1 Total Virginia State Tax Withheld: \$0.00

SSN	First Name	Last Name	Address	City	State	ZIP Code
Virginia State Tax Withheld	Rents	Royalties	Other Income	Fishing Boat Proceeds	Medical and Health Care Payments	Nonemployee Compensation
Substitute Payments in lieu of Dividends or Interest	Crop Insurance Proceeds	Excess Golden Parachute Payment	Gross Proceeds Paid to an Attorney in Connection with Legal Services	Section 409A Deferrals	Section 409A Income	

SSN... First Name... Last Name... Address... City... VA... ZIP Code...
VA State Tax Withh... Rents... Royalties... Other Income... Fishing Boat Proce... Medical/Health Car... Nonemployee Com...
Substitute Payment... Crop Insurance Pro... Excess Golden Para... Gross Proceeds Pai... Section 409A Defe... Section 409A Incom...

Save As Draft Next Step

If you used Online Business Accounts, the Business information will be filled in for you

The City, State and Zip Code of the Payer may be left blank only if the information is unknown.

Only Virginia 1099-MISC data may be entered into this 1099-MISC eForm. If you wish to submit W-2 data electronically, review the [W-2 eForm details](#).

1099-MISC Preview Screens

1099-MISC with Payee Information

Virginia Tax
 Form 1099-MISC - Miscellaneous Income

For Assistance: [W2/1099 Guide](#) [eForms FAQs](#) Status: NOT FILED
[Contact Us](#)

1099-MISC
Sign & Confirm

PAYER INFORMATION

For Tax Year

FEIN

Business Name

Business Contact Name

Business Contact Phone

PAYEE 1099-MISC INFORMATION

Number of 1099-MISC Payees: 2
Total Virginia State Tax Withheld: \$4,000.00

SSN	First Name	Last Name	Address	City	State	ZIP Code	
022-00-2221	John	Smith	123 Any St	Richmond	VA	23222	-
3,000.00	0.00	0.00	2,000.00	0.00	1,200.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	
222-02-1112	Mary	Jones	123 Any St	Richmond	VA	23222	+ -
1,000.00	0.00	0.00	100.00	0.00	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Next Step

The total displayed will update with each 1099-MISC entry added.

Confirm the totals are correct before clicking Next Step.

You can Add or Delete 1099-MISCs prior to submitting the information.

Up to 100 1099-MISCs may be in an eForm 1099-MISC submission.

Only Virginia amounts and Withholding may be entered into the fields of the eForm 1099-MISC.

Entering data into this 1099-MISC eForm means you are indicating that only Virginia amounts and Withholding will be submitted.