

# 2007 FORM 770ES

## VIRGINIA ESTIMATED INCOME TAX PAYMENT VOUCHERS FOR ESTATES AND TRUSTS

### Form 770ES Vouchers and Instructions

Form 770ES is used to make estimated income tax payments. Filing is required only for estates and trusts whose income and net tax due exceed the amounts specified in Section I. If you are required to make estimated income tax payments, but do not, you may be liable for an additional charge, explained in Section VII. Information on when to file is in Section II.



**File & Pay  
the  
Fast, Easy,  
Electronic Way**



#### I. FILING REQUIREMENTS

**ESTATES OR TRUSTS** - If your Virginia income tax liability, after subtracting any allowable credits, is expected to be more than \$150 and, in the case of an estate, if taxable year 2007 ends two or more years after the decedent's death, then you must make estimated income tax payments using Form 770ES.

An estate or trust must use its Federal Employer Identification Number (FEIN) in place of the taxpayer's Social Security Number. Do not use the decedent's social security number. If the FEIN has not been received, enter "Applied for." If you do not have a FEIN, you should contact the Internal Revenue Service at 1-800-TAX-FORM (1-800-829-3676) to obtain federal Form SS-4 (Application for Employer Identification Number).

Estates and trusts are not required to file Form 770ES if:

- (a) in the case of an estate only, the taxable year 2007 ends **less than** two years after the death of the decedent; or
- (b) Virginia tax can reasonably be expected to be \$150 or less for taxable year 2007.

#### II. WHEN TO FILE

If you are required to file and the due date falls on a Saturday, Sunday or legal holiday, you may file your return on the next succeeding day that is not a Saturday, Sunday or legal holiday.

File Form 770ES Payment Voucher 1 by May 1, 2007. Estimated income tax payments must be made in full on or before May 1, 2007, or in equal installments on or before May 1, 2007, June 15, 2007, September 15, 2007, and January 15, 2008.

Complete the worksheet on Page 3 and make the payments in accordance with the instructions on the vouchers. If you overpaid your 2006 income tax and chose to apply the overpayment to your 2007 estimated income tax, that overpayment may be partially or fully applied to any installment.

#### FARMERS, FISHERMEN and MERCHANT SEAMEN

If the qualifications of a Farmer, Fisherman or Merchant Seaman are met, you only need to file Payment Voucher 4 by January 15, 2008. If you file your 2007 income tax return on or before March 1, 2008 and pay the entire tax at that time, you are not required to file Form 770ES for 2007.

#### FISCAL YEAR TAXPAYERS

If you report income on a fiscal year basis, substitute the 15th day of the 4th month for May 1, the 15th day of the 6th month for June 15, the 15th day of the 9th month for September 15, and the 15th day of the first month of the succeeding taxable year for January 15. For example, if a taxpayer has a taxable year that ends on June 30, the first Form 770ES return would be due on October 15. The remaining estimated payments would be due on December 15, March 15 and July 15 of the succeeding taxable year. Indicate the beginning month of your fiscal year in the space provided on the 770ES Voucher.

#### III. HOW TO ESTIMATE

You must pay at least 90% of your tax liability during the year by having income tax withheld and/or making timely payments of estimated tax. Worksheets are available on our Web-site to help you determine if you are required to file Form 770ES. Use the tax rate schedule on Page 2 or for additional information and guidance, refer to the instructions for the return that you will file.

If you are required to file Form 770ES, complete the form using the payment amount from the Estimated Income Tax Worksheet. When filing each voucher, include your check or money order for the amount computed for the quarter.

If your expected Virginia tax liability changes during the year, recompute your estimated tax to determine how much your remaining payments should increase or decrease. When making your next Form 770ES payment, enter the new amount of estimated income tax due for the quarter.

### TAX RATE SCHEDULE

IF YOUR VIRGINIA TAXABLE INCOME IS:

Not over \$3,000, your tax is 2% of your Virginia taxable income.

over...	but not over...	your tax is...	of excess over...
\$ 3,000	\$ 5,000	\$ 60 + 3%	\$ 3,000
\$ 5,000	\$17,000	\$120 + 5%	\$ 5,000
\$ 17,000		\$720 + 5.75%	\$ 17,000

### TAX CREDITS and ADJUSTMENTS

You may claim an expected tax credit or adjustment on the worksheet if:

- you will pay income tax to another state as a nonresident, except for the states of **Arizona, California, Oregon** or the **District of Columbia**;
- you are a resident of one or more of the states listed above and you will pay income tax to Virginia as a nonresident; or
- you expect to qualify for one of the other available fiduciary income tax credits.

For more information on determining if you qualify for any credits, see the instructions for Form 770.

### IV. CHANGES IN INCOME OR EXEMPTIONS

Even if you do not expect your income for 2007 to be large enough to require making estimated income tax payments as of May 1, 2007, a change in income may require you to file later in the year. If you later determine that you need to file, see the PAYMENT SCHEDULE on Page 3.

If you file your 2007 income tax return and pay the balance of tax due in full by March 1, 2008, you are not required to make the estimated tax payment that would normally be due on January 15, 2008. If you file your return after March 1 without making the January payment, or if you have not paid the proper amount of estimated tax on any earlier due date, you may be liable for an additional charge for underpayment of estimated tax, computed on Form 760C. See Section VII and the Form 760C instructions for more information.

### V. WHERE TO FILE

Send the first voucher filed for the taxable year to the address shown on Page 6 as designated by the Commissioner of the Revenue, Director of Finance or Director of Tax Administration for the Virginia city or county in which the fiduciary qualified. If there has been no qualification in Virginia, file the first voucher in the city or county in which the fiduciary resides, does business or has an office or wherein any of the beneficiaries may reside. If filing is not required until after May 1, see the PAYMENT SCHEDULE on Page 3 for information on which voucher to file. File the remaining vouchers with the Treasurer in that city or county using the address shown on Page 7.

### VI. WHERE TO GET HELP AND FORMS

If you need forms or assistance completing your return, call or visit the Commissioner of the Revenue, Director of Finance, or Director of Tax Administration for your city or county, or the Department of Taxation. Mailing addresses and telephone numbers are listed on Page 6. Requests for information may also be addressed to the: **Virginia Department of Taxation, P. O. Box 1115, Richmond, Virginia 23218-1115, or call 804-367-8031.** Do not mail your income tax return to this address or to the address below.

Requests for forms from the Department of Taxation can be addressed to: **Virginia Department of Taxation, Forms Request Unit, P. O. Box 1317, Richmond, Virginia 23218-1317, or call 804-440-2541.**

Connect to the Department of Taxation Web-site, **www.tax.virginia.gov**, where you can obtain filing information, get answers to common questions, download forms, and more.

### VII. UNDERPAYMENT OF ESTIMATED INCOME TAX

An addition to tax is imposed by law if at least 90% (66  $\frac{2}{3}$ % if you are a farmer, fisherman or merchant seaman) of your total tax liability is not paid throughout the year by timely withholding and/or installments of estimated tax except in certain situations. The addition to tax does not apply if each required installment is paid on time and meets one of the following exceptions:

- is at least 90% (66  $\frac{2}{3}$ % if you are a farmer, fisherman or merchant seaman) of the amount due on the basis of annualized income;
- is at least 90% (66  $\frac{2}{3}$ % if you are a farmer, fisherman or merchant seaman) of the amount due on the basis of the actual taxable income;
- is based on a tax computed by using your income for the preceding taxable year and the current year's tax rates and exemptions;
- is equal to or exceeds the prior year's tax liability for each installment period and the prior year return was for a full year and reflected an income tax liability; or
- the sum of all installment underpayments for the taxable year is \$150 or less.

If you do not meet an exception, your underpayment computation will be based on 90% of the current year's income tax liability or 100% of your liability for the preceding year, whichever is less. The addition to tax is computed on Form 760C (Form 760F for farmers, fishermen or merchant seamen).

**2007 ESTIMATED INCOME TAX WORKSHEET  
For Estates and Trusts**

- 1 Expected federal taxable income of the estate or trust . . . . . 1
- 2 Fiduciary's share of Virginia modifications . . . . . 2
- 3 Estimated Virginia taxable income (line 1 less line 2). . . . . 3
- 4 Virginia income tax for amount on line 3 (See Section III) . . . . . 4
- 5 Tax credits (See Section III) . . . . . 5
- 6 ESTIMATE OF THE FIDUCIARY OR ESTATE INCOME TAX (line 4 less line 5). . . . . 6
- 7 Enter the number of payments required (See the Payment Schedule below) . . . . . 7
- 8 **PAYMENT AMOUNT.** Divide the amount on line 6 by the number of payments on line 7.  
(If you had a 2006 overpayment credit, subtract the amount of the overpayment credit that  
you are applying to this installment.) Enter the amount here and on Form 770ES.  
**Attach your check or money order for this amount** . . . . . 8


**PAYMENT SCHEDULE**

The estimated income tax return and payment of a fiduciary, estate or trust, other than a self-employed farmer, fisherman or merchant seaman is to be filed on or before May 1 of the taxable year, unless the requirements to file are not met until *after* April 15. Use the table below to determine the number and amount of each installment payment. (Fiscal year filers substitute the corresponding fiscal year months for the months specified in this table.)

If The Requirements Are First Met in the Taxable Year -	Number of Payments Required	File Form 770ES on or Before	Use Voucher Number	The Following Percentages of the Estimated Tax Are to Be Paid on or Before-			
				May 1	June 15	September 15	January 15
on or before April 15	4	May 1, 2007	1	25%	25%	25%	25%
after April 15th and before June 2nd	3	June 15, 2007	2	.....	33 1/3%	33 1/3%	33 1/3%
after June 1st and before Sept. 2nd	2	Sept. 15, 2007	3	.....	.....	50%	50%
after Sept. 1st and before Dec. 31st	1	Jan. 15, 2008	4	.....	.....	.....	100%

**2007 FORM 770ES - Voucher 1**  
VIRGINIA ESTIMATED INCOME TAX  
PAYMENT VOUCHER FOR ESTATES AND TRUSTS  
Doc ID 772

Check here if this is the first time you have filed Form 770ES or if this is a new address.

LOCALITY NO.	FOR OFFICE USE
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CALENDAR YEAR FILERS: DUE **MAY 1, 2007** OR  
FISCAL YEAR FILERS: BEGINNING MONTH: \_\_\_\_\_

0000000000 7720000 107050

**Amount of payment**

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Make your check payable to the Treasurer of the city or county in which the fiduciary qualified.

If this is your first payment for this taxable year, **CHECK BOX** and mail payment to your **Commissioner of the Revenue, Director of Finance or Director of Tax Administration.** Addresses are on Page 6. Mail all other vouchers to the Treasurer. Addresses are on Page 7.

FEIN for Estate or Trust
Name of Estate or Trust
Name and Title of Fiduciary
Address (Number and Street) of Fiduciary
City, State and Zip Code
Daytime Phone Number

— Do not write below this line. —

**2007 ESTIMATED TAX PAYMENT RECORD**

Payment Made With:	Date	Check or Money Order Number	Check or Money		Overpayment		Total Amount	
			Order	Payment	Credit	Applied	Paid	
Voucher 1								
Voucher 2								
Voucher 3								
Voucher 4								
Total								



# 2007 FORM 770ES MAILING ADDRESSES AND TELEPHONE NUMBERS

Send the first voucher for the taxable year to the address below as designated by your Commissioner of the Revenue, Director of Finance or Director of Tax Administration.

## Commissioner of the Revenue

\* Denotes Director of Finance

\*\* Denotes Director of Tax Administration

CITY/COUNTY	PHONE No.	ADDRESS	ZIP CODE	CITY/COUNTY	PHONE No.	ADDRESS	ZIP CODE
Accomack County	757-787-5747	P. O. Box 186, Accomac	23301-0186	King William County	804-769-4942	P. O. Box 217, King William	23086
Albemarle County *	434-296-5851	P. O. Box 1478, Richmond	23218-1478	Lancaster County	804-462-7920	P. O. Box 122, Lancaster	22503
Alexandria City *	703-838-4570	P. O. Box 1478, Richmond	23218-1478	Lee County	276-346-7722	P. O. Box 96, Jonesville	24263
Alleghany County	540-863-6640	P. O. Box 300, Low Moor	24457	Lexington City	540-462-3701	P. O. Box 922, Lexington	24450
Amelia County	804-561-2158	P. O. Box 269, Amelia	23002	Loudoun County	703-777-0260	P. O. Box 1478, Richmond	23218-1478
Amherst County	434-946-9310	P. O. Box 719, Amherst	24521	Louisa County	540-967-3432	P. O. Box 8, Louisa	23093
Appomattox County	434-352-7450	P. O. Box 125, Appomattox	24522	Lunenburg County	434-696-2516	11512 Courthouse Rd., Ste. 101, Lunenburg	23952
Arlington County	703-228-3055	P. O. Box 1478, Richmond	23218-1478	Lynchburg City	434-455-3870	P. O. Box 858, Lynchburg	24505-0858
Augusta County	540-245-5640	P. O. Box 959, Verona	24482	Madison County	540-948-4421	P. O. Box 56, Madison	22727
Bath County	540-839-7231	P. O. Box 130, Warm Springs	24484	Manassas City	703-257-8298	P. O. Box 1478, Richmond	23218-1478
Bedford City	540-587-6051	P. O. Box 807, Bedford	24523-0807	Manassas Park City	703-335-8825	P. O. Box 1478, Richmond	23218-1478
Bedford County	540-586-7621	122 E. Main St., Suite 103, Bedford	24523	Martinsville City	276-403-5131	P. O. Box 1222, Martinsville	24114-1222
Bland County	276-688-4291	P. O. Box 130, Bland	24315	Mathews County	804-725-7168	P. O. Box 896, Mathews	23109-0896
Botetourt County	540-473-8270	P. O. Box 128, Fincastle	24090	Mecklenburg County	434-738-6191	P. O. Box 360, Boydton	23917
Bristol City	276-645-7316	497 Cumberland St., Bristol	24201	Middlesex County	804-758-5331	P. O. Box 148, Saluda	23149-0148
Brunswick County	434-848-2313	P. O. Box 669, Lawrenceville	23868	Montgomery County	540-382-5710	755 Roanoke St., Ste. 1-A, Christiansburg	24073
Buchanan County	276-935-6541	P. O. Box 1042, Grundy	24614-1042	Nelson County	434-263-7060	P. O. Box 100, Lovingsont	22949
Buckingham County	434-969-4181	P. O. Box 138, Buckingham	23921	New Kent County	804-966-9610	P. O. Box 99, New Kent	23124
Buena Vista City	540-261-8610	2039 Sycamore Ave., Buena Vista	24416	Newport News City	757-926-8653	2400 Washington Ave., Newport News	23607-4389
Campbell County	434-332-9518	P. O. Box 66, Rustburg	24588	Norfolk City	757-664-7885	P. O. Box 2260, Norfolk	23501-2260
Caroline County	804-633-4054	P. O. Box 531, Bowling Green	22427	Northampton County	757-678-0448	P. O. Box 65, Eastville	23347-0065
Carroll County	276-730-3080	P. O. Box 1478, Richmond	23218-1478	Northumberland County	804-580-4600	P. O. Box 309, Heathsville	22473
Charles City County	804-829-9216	P. O. Box 1478, Richmond	23218-1478	Norton City	276-679-0031	P. O. Box 347, Norton	24273
Charlotte County	434-542-5546	P. O. Box 308, Charlotte C.H.	23923	Nottoway County	434-645-9317	P. O. Box 5, Nottoway	23955
Charlottesville City	434-970-3160	P. O. Box 9031, Charlottesville	22906-9031	Orange County	540-672-4441	P. O. Box 389, Orange	22960
Chesapeake City	757-382-6488	P. O. Box 15285, Chesapeake	23328	Page County	540-743-3840	101 S. Court St., Luray	22835
Chesterfield County	804-748-1281	P. O. Box 124, Chesterfield	23832-0124	Patrick County	276-694-7131	P. O. Box 367, Stuart	24171
Clarke County	540-955-5108	P. O. Box 67, Berryville	22611	Petersburg City	804-733-2315	P. O. Box 1478, Richmond	23218-1478
Colonial Heights City	804-520-9280	P. O. Box 3401, Colonial Heights	23834	Pittsylvania County	434-432-7940	P. O. Box 272, Chatham	24531-0272
Covington City	540-965-6350	P. O. Drawer 58, Covington	24426-0058	Poquoson City	757-868-3020	500 City Hall Ave., Poquoson	23662
Craig County	540-864-6241	P. O. Box 186, New Castle	24127-0186	Portsmouth City	757-393-8773	801 Crawford St., Portsmouth	23704-3870
Culpeper County	540-727-3443	P. O. Box 1807, Culpeper	22701	Powhatan County	804-598-5616	P. O. Box 40, Powhatan	23139
Cumberland County	804-492-4280	P. O. Box 77, Cumberland	23040	Prince Edward County	434-392-3231	P. O. Box 446, Farmville	23901
Danville City	434-799-5145	P. O. Box 480, Danville	24543	Prince George County	804-733-2626	P. O. Box 155, Prince George	23875-0155
Dickenson County	276-926-1646	P. O. Box 1067, Clintwood	24228	Prince William County*	703-792-6710	P. O. Box 1478, Richmond	23218-1478
Dinwiddie County	804-469-4507	P. O. Box 104, Dinwiddie	23841-0104	Pulaski County	540-980-7750	52 W. Main Street, Suite 200, Pulaski	24301
Emporia City	434-634-5405	P. O. Box 956, Emporia	23847	Radford City	540-731-3613	619 Second St., Rm. 161, Radford	24141
Essex County	804-443-2661	P. O. Box 879, Tappahannock	22560-0879	Rappahannock County	540-675-5370	P. O. Box 115, Washington	22747-0115
Fairfax City	703-385-7880	10455 Armstrong St., Room 210, Fairfax	22030-3649	Richmond City *	804-646-6474	P. O. Box 1478, Richmond	23218-1478
Fairfax County **	703-222-8234	P. O. Box 1478, Richmond	23218-1478	Richmond County	804-333-3722	P. O. Box 366, Warsaw	22572
Falls Church City	703-248-5065	300 Park Avenue, Ste. 104-E, Falls Church	22046-3351	Roanoke City	540-853-6543	P.O. Box 718, Roanoke	24004
Fauquier County	540-347-8617	P. O. Box 149, Warrenton	20188-0149	Roanoke County	540-772-2049	P. O. Box 21709, Roanoke	24018
Floyd County	540-745-9345	100 E. Main St., Floyd	24091	Rockbridge County	540-463-3431	P. O. Box 1160, Lexington	24450-1160
Fluvanna County	434-591-1940	P. O. Box 1478, Richmond	23218-1478	Rockingham County	540-564-3071	20 E. Gay St., Harrisonburg	22802
Franklin City	757-562-8548	P. O. Box 389, Franklin	23851-0389	Russell County	276-889-8018	P. O. Box 517, Lebanon	24266
Franklin County	540-483-3083	275 S. Main Street, Suite 106, Rocky Mount	24151	Salem City	540-375-3019	P. O. Box 869, Salem	24153-0869
Frederick County	540-665-5681	107 N. Kent St., Winchester	22601	Scott County	276-386-7692	104 E. Jackson St., Suite 6, Gate City	24251
Fredericksburg City	540-372-1004	P. O. Box 644, Fredericksburg	22404-0644	Shenandoah County	540-459-6170	P. O. Box 1478, Richmond	23218-1478
Galax City	276-236-2528	P. O. Box 1478, Richmond	23218-1478	Smyth County	276-782-4040	P.O. Box 985, Marion, VA	24354
Giles County	540-921-3321	130 N. Main St., Pearisburg	24134	Southampton County	757-653-3032	P. O. Box 760, Courtland	23837-0760
Gloucester County	804-693-3451	6489 Main St., Ste. 137, Gloucester	23061	Spotsylvania County	540-582-7046	P. O. Box 175, Spotsylvania	22553-0175
Goochland County	804-556-5807	P. O. Box 60, Goochland	23063	Stafford County	540-658-4131	P. O. Box 98, Stafford	22555-0098
Grayson County	276-773-2381	P. O. Box 126, Independence	24348	Staunton City	540-332-3829	P. O. Box 4, Staunton	24402-0004
Greene County	434-985-5211	P. O. Box 1478, Richmond	23218-1478	Suffolk County	757-923-3800	P. O. Box 1459, Suffolk	23439-1459
Greensville County	434-348-4227	1781 Greensville Co. Cir., Room 132, Emporia	23847	Surry County	757-294-5225	P. O. Box 35, Surry	23883
Halifax County	434-476-3314	P. O. Box 1847, Halifax	24558	Sussex County	434-246-1022	P. O. Box 1398, Sussex	23884-0398
Hampton City	757-727-6690	P. O. Box 636, Hampton	23669-0636	Tazewell County	276-988-1235	101 E. Main St., Tazewell	24651
Hanover County	804-365-6129	P. O. Box 129, Hanover	23069-0129	Virginia Beach City	757-427-4483	2401 Court House Dr., Virginia Beach	23456
Harrisonburg City	540-432-7704	P. O. Box 20031, Harrisonburg	22801-7531	Warren County	540-635-2651	P. O. Box 1775, Front Royal	22630-0038
Henrico County*	804-501-4263	P. O. Box 1478, Richmond	23218-1478	Washington County	276-676-6270	174 E. Main St., Abingdon	24210
Henry County	276-634-4690	P. O. Box 1077, Collinsville	24078-1077	Waynesboro City	540-942-6610	503 W. Main St., Rm. 107, Waynesboro	22980
Highland County	540-468-2142	P. O. Box 148, Monterey	24465	Westmoreland County	804-493-9052	P. O. Box 68, Montross	22520
Hopewell City	804-541-2238	P. O. Box 1604, Hopewell	23860	Williamsburg City	757-220-6150	P. O. Box 245, Williamsburg	23187
Isle of Wight County	757-365-6222	P. O. Box 107, Isle of Wight	23397	Winchester City	540-667-1815	P. O. Box 1478, Richmond	23218-1478
James City County	757-253-6695	P. O. Box 283, Williamsburg	23187-0283	Wise County	276-328-3556	P. O. Box 1278, Wise	24293
King & Queen County	804-785-5976	P. O. Box 178, King & Queen Court House	23085	Wythe County	276-223-6015	225 S. 4th St., Wytheville	24382
King George County	540-775-4664	10459 Courthouse Dr., Suite 101, King George	22485-3862	York County	757/890-3381	P. O. Box 90, Yorktown	23690-0090

# 2007 FORM 770ES MAILING ADDRESSES AND TELEPHONE NUMBERS

Send each Form 770ES voucher filed after the first voucher to the address below as designated by your Treasurer, Director of Finance or Director of Tax Administration.

## TREASURER

\* Denotes Director of Finance

\*\* Denotes Director of Tax Administration

CITY/COUNTY	PHONE No.	ADDRESS	ZIP CODE	CITY/COUNTY	PHONE No.	ADDRESS	ZIP CODE
Accomack County	757-787-5738	P. O. Box 296, Accomac	23301	King & Queen County	804-785-5978	P. O. Box 98,	
Albemarle County*	434-296-5851	P. O. Box 1478, Richmond	23218-1478	King William County	804-769-4930	King and Queen Courthouse	23085
Alexandria City*	703-838-4570	P. O. Box 1478, Richmond	23218-1478	Lancaster County	804-462-5630	P. O. Box 6, Lancaster	22503
Alleghany County	540-863-6630	9212 Winterberry Ave., Suite F,		Lee County	276-346-7716	P. O. Box 70, Jonesville	24263
		Covington	24426	Lexington City	540-462-3707	P. O. Box 920, Lexington	24450
Amelia County	804-561-2145	P. O. Box 730, Amelia	23002	Loudoun County	703-777-0280	P. O. Box 1478, Richmond	23218-1478
Amherst County	434-946-9318	P. O. Box 449, Amherst	24521	Louisa County	540-967-3435	P. O. Box 523, Louisa	23093
Appomattox County	434-352-5200	P. O. Box 689, Appomattox	24522	Lunenburg County	434-696-3354	11512 Courthouse Rd., Suite 100,	
Arlington County	703-228-3090	P. O. Box 1478, Richmond	23218-1478			Lunenburg	23952
Augusta County	540-245-5660	P. O. Box 590, Verona	24482	Lynchburg City	434-455-4242	900 Church St., Lynchburg	24504
Bath County	540-839-7256	P. O. Box 306, Warm Springs	24484	Madison County	540-948-4409	P. O. Box 309, Madison	22727
Bedford City	540-587-6057	P. O. Box 807, Bedford	24523-0807	Manassas City	703-257-8298	P. O. Box 1478, Richmond	23218-1478
Bedford County	540-586-7670	122 E. Main St., Suite 101, Bedford	24523	Manassas Park City	703-335-8836	P. O. Box 1478, Richmond	23218-1478
Bland County	276-688-3741	P. O. Box 145, Bland	24315	Martinsville City	276-403-5443	P. O. Box 1023, Martinsville	24114-1023
Botetourt County	540-473-8254	P. O. Box 100, Fincastle	24090	Mathews County	804-725-2341	P. O. Box 305, Mathews	23109-0305
Bristol City	276-645-7316	497 Cumberland St., Bristol	24201	Mecklenburg County	434-738-6191	P. O. Box 250, Boydton	23917
Brunswick County	434-848-2512	228 N. Main Street, Room 104,		Middlesex County	804-758-5302	P. O. Box 182, Saluda	23149-0182
		Lawrenceville	23868	Montgomery County	540-382-5723	755 Roanoke St., Suite 1B,	
Buchanan County	276-935-6551	P. O. Box 1056, Grundy	24614			Christiansburg	24073
Buckingham County	434-969-4744	P. O. Box 106, Buckingham	23921	Nelson County	434-263-7060	P. O. Box 100, Lovington	22949
Buena Vista City	540-261-8620	2039 Sycamore Ave.,		New Kent County	804-966-9615	P. O. Box 109, New Kent	23124-0109
		Buena Vista	24416	Newport News City	757-926-8643	P. O. Box 975, Newport News	23607-0975
Campbell County	434-332-9590	P. O. Box 37, Rustburg	24588	Norfolk City	757-664-7838	P. O. Box 3215, Norfolk	23514-3215
Caroline County	804-633-5291	P. O. Box 431, Bowling Green	22427	Northampton County	757-678-0450	P. O. Box 598, Eastville	23347
Carroll County	276-728-9421	P. O. Box 1478, Richmond	23218-1478	Northumberland County	804-580-5201	P. O. Box 297, Heathsville	22473-0297
Charles City County	804-652-4738	P. O. Box 1478, Richmond	23218-1478	Norton City	276-679-7246	P. O. Box 618, Norton	24273
Charlotte County	434-542-5125	P. O. Box 267, Charlotte C.H.	23923	Nottoway County	434-645-9318	P. O. Box 85, Nottoway	23955
Charlottesville City	434-970-3146	P. O. Box 9048, Charlottesville	22906-9048	Orange County	540-672-2656	P. O. Box 469, Orange	22960
Chesapeake City	757-382-6525	P. O. Box 16495, Chesapeake	23328-6495	Page County	540-743-3975	101 S. Court St., Luray	22835
Chesterfield County	804-748-1201	P. O. Box 70, Chesterfield	23832	Patrick County	276-694-7131	P. O. Box 367, Stuart	24171
Clarke County	540-955-5160	P. O. Box 537, Berryville	22611	Petersburg City	804-733-2318	P. O. Box 1478, Richmond	23218-1478
Colonial Heights City	804-520-9320	P. O. Box 3401,		Pittsylvania County	434-432-7960	P. O. Box 230, Chatham	24531
		Colonial Heights	23834-9001	Poquoson City	757-868-3015	500 City Hall Ave., Poquoson	23662
Covington City	540-965-6340	P. O. Drawer 878, Covington	24426-0878	Portsmouth City	757-393-8651	801 Crawford St., Portsmouth	23704-3872
Craig County	540-864-5641	P. O. Box 57, New Castle	24127	Powhatan County	804-598-5625	P. O. Box 87, Powhatan	23139
Culpeper County	540-727-3442	P. O. Box 1447, Culpeper	22701	Prince Edward County	434-392-3454	P. O. Box 522, Farmville	23901
Cumberland County	804-492-4297	P. O. Box 28, Cumberland	23040	Prince George County	804-722-8750	P. O. Box 156, Prince George	23875-0156
Danville City	434-799-5140	P. O. Box 1565, Danville	24543	Prince William County*	703-792-6710	P. O. Box 1478, Richmond	23218-1478
Dickenson County	276-926-1610	P. O. Box 708, Clintwood	24228	Pulaski County	540-980-7785	52 W. Main St., Suite 100, Pulaski	24301
Dinwiddie County	804-469-4510	P. O. Box 178, Dinwiddie	23841-0178	Radford City	540-731-3661	619 Second St, Room 164, Radford	24141
Emporia City	434-634-2349	P. O. Box 511, Emporia	23847	Rappahannock County	540-675-5360	P. O. Box 37, Washington	22747-0037
Essex County	804-443-4371	P. O. Box 489, Tappahannock	22560-0489	Richmond City	804-646-6474	P. O. Box 1478, Richmond	23218-1478
Fairfax City	703-385-7900	10455 Armstrong St., Room 208,		Richmond County	804-333-3555	P. O. Box 400, Warsaw	22572
		Fairfax	22030-3649	Roanoke City	540-853-2561	P. O. Box 1451, Roanoke	24007
Fairfax County**	703-222-8234	P. O. Box 1478, Richmond	23218-1478	Roanoke County	540-772-2056	P. O. Box 21009, Roanoke	24018
Falls Church City	703-248-5046	300 Park Ave., Suite 103,		Rockbridge County	540-463-2613	P. O. Box 784, Lexington	24450
		Falls Church	22046-3351	Rockingham County	540-564-3053	P. O. Box 471, Harrisonburg	22803-0471
Fauquier County	540-347-8691	P. O. Box 677, Warrenton	20188-0677	Russell County	276-889-8028	P. O. Box 121, Lebanon	24266
Floyd County	540-745-9357	100 E. Main St., Floyd	24091	Salem City	540-375-3024	P. O. Box 869, Salem	24153-0869
Fluvanna County	434-591-1940	P. O. Box 1478, Richmond	23218-1478	Scott County	276-386-7742	104 E. Jackson St., Suite 8,	
Franklin City	757-562-8543	P. O. Box 179, Franklin	23851			Gate City	24251
Franklin County	540-483-3078	275 S. Main St., #232, Rocky Mount	24151	Shenandoah County	540-459-6180	P. O. Box 1478, Richmond	23218-1478
Frederick County	540-665-5607	107 N. Kent St., Ste. 100,		Smyth County	276-782-4059	P. O. Box 549, Marion	24354
		Winchester	22601	Southampton County	757-653-3025	P. O. Box 250, Courtland	23837
Fredericksburg City	540-372-1001	P. O. Box 267, Fredericksburg	22404	Spotsylvania County	540-507-7058	P. O. Box 65, Spotsylvania	22553
Galax City	276-236-4811	P. O. Box 1478, Richmond	23218-1478	Stafford County	540-658-4566	P. O. Box 68, Stafford	22555-0068
Giles County	540-921-1240	130 N. Main St., Pearisburg	24134	Staunton City	540-332-3833	P. O. Box 474, Staunton	24402-0474
Gloucester County	804-693-2141	6489 Main St., Gloucester	23061	Suffolk City	757-923-3612	P. O. Box 1583, Suffolk	23439-1583
Goochland County	804-556-5806	P. O. Box 188, Goochland	23063	Surry County	757-294-5206	P. O. Box 286, Surry	23883
Grayson County	276-773-2371	P. O. Box 127, Independence	24348	Sussex County	434-246-1087	P. O. Box 1399, Sussex	23884
Greene County	434-985-5211	P. O. Box 1478, Richmond	23218-1478	Tazewell County	276-988-1300	P. O. Box 969, Tazewell	24651
Greensville County	434-348-4229	1781 Greensville Co. Cr., Room 122,		Virginia Beach City	757-427-4294	2401 Court House Dr., Bldg. #1,	
		Emporia	23847			Virginia Beach	23456
Halifax County	434-476-3318	P. O. Box 825, Halifax	24558	Warren County	540-635-2215	P. O. Box 1540, Fort Royal	22630
Hampton City	757-727-6374	P. O. Box 638, Hampton	23669	Washington County	276-676-6272	174 E. Main St., Abingdon	24210-2895
Hanover County	804-365-6051	P. O. Box 200, Hanover	23069	Waynesboro City	540-942-6606	503 W. Main St., Rm. 105,	
Harrisonburg City	540-432-7705	P. O. Box 1007, Harrisonburg	22803-1007			Waynesboro	22980
Henrico County*	804-501-4263	P. O. Box 1478, Richmond	23218-1478	Westmoreland County	804-493-0124	P. O. Box 730, Montross	22520
Henry County	276-634-4690	P. O. Box 218, Collinsville	24078	Williamsburg City	757-220-6155	P. O. Box 886, Williamsburg	23187
Highland County	540-468-2265	P. O. Box 512, Monterey	24465	Winchester City	540-667-1815	P. O. Box 1478, Richmond	23218-1478
Hopewell City	804-541-2240	P. O. Box 199, Hopewell	23860	Wise County	276-328-3666	P. O. Box 1308, Wise	24293
Isle of Wight County	757-365-6228	P. O. Box 79, Isle of Wight	23397	Wythe County	276-223-6070	225 S. 4th St., Room 104,	
James City County	757-253-6705	P. O. Box 8701, Williamsburg	23187-8701			Wytheville	24382
King George County	540-775-2571	10459 Courthouse Dr., Suite 100,		York County	757-890-3420	P. O. Box 251, Yorktown	23690-0251
		King George	22485				