

Virginia Department of Taxation



eForms W-2 – 1099 Guide

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To report a corrected W-2, Wage and Tax statement, the W-2C is available to file this year. This form will follow the same authentication process as the W-2 and 1099s. Employer Identification Number (EIN) changes will not be allowed in eForms; however, a link will be provided on the correct process for that type of change.....	
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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

To report a corrected W-2, Wage and Tax statement, the W-2C is available to file this year. This form will follow the same authentication process as the W-2 and 1099s. Employer Identification Number (EIN) changes or wrong tax year corrections will not be allowed in eForms; however, you can get eForms assistance by using this [link](#). If you have filing questions or account specific inquiries, please contact Customer Services at (804) 367-8037.

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 try again to file until the 24 hours is up.

eForms Homepage

The [eForms](#) Homepage does not require a separate sign-up. 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

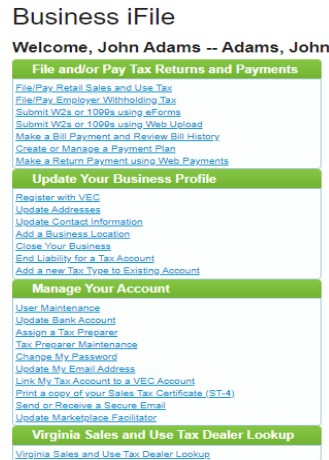
NOTE: The total amount of withholding tax paid is the sum of all payments made in the taxable year and does not include penalty or interest paid.

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, 1099-MISC or 1099-NEC Data

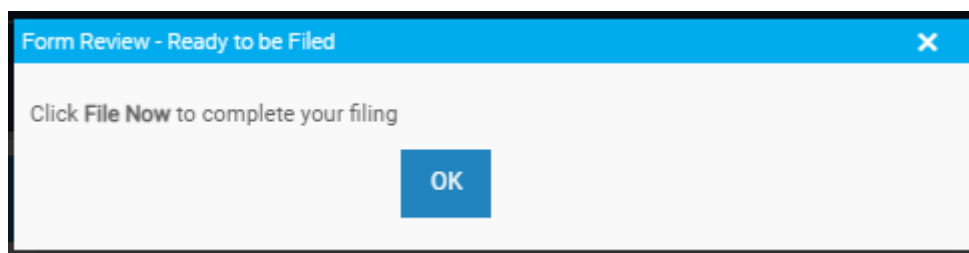
Once you access the eForm and authentication is complete, you will be able to manually enter your data onto the eForms screens.

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:

- You can enter up to 100 employee records at a time.
- Always confirm that the correct tax year is displayed for the wage statement data.
- You will see a total calculated for you, please verify it is correct before submitting.
- When you click Next Step, you will see this message:



Once you select "OK", review your filing again and if changes are needed, select "Make Changes"; otherwise, you select "File Now".

Entering W-2C Data

The W-2C eForm will be used for the following types of corrections:

- Correcting the Employee's Social Security Number (SSN)
- Correcting the Virginia State Wages
- Correcting the Virginia State Tax Withheld

NOTE: For corrections to the Employer Identification Number (EIN) or if you filed your W-2 with the wrong year, you will need to contact Customer Services at (804) 367-8037 or use iFile Secure Messaging.

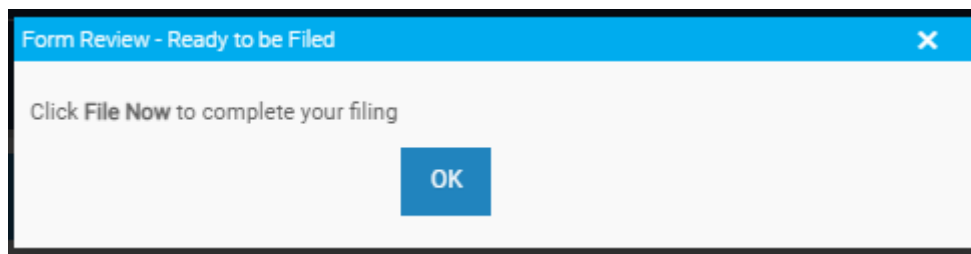
Once you access the W-2C eForm and authentication is complete, you will be able to manually enter your data onto the eForms screens.

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:

- You can enter up 100 employee records at a time.
- Always confirm that the correct tax year is displayed for the wage statement data.
- You will see a total calculated for you, please verify it is correct before submitting.
- When you click Next Step, you will see this message:



- Once you select “OK”, review your filing again and if changes are needed, select “Make Changes”; otherwise, you select “File Now”.

If you have non-account specific account questions, you can email [eForms](#)

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

- Appendix A – W-2
- Appendix B – VA-6/W-2
- Appendix C – 1099-R
- Appendix D – 1099-MISC
- Appendix E – 1099-NEC
- Appendix F – W-2C

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


Callout 1: If you used Online Business Accounts, the Business information will be filled in for you

Callout 2: 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.

Callout 3: 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

2018

FEIN

V54446633

Business Name

Any Business

Business Contact Name

John Doe

Business Contact Phone

(804) 555-1111

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.

Appendix B – VA-6/W-2 Preview Screen

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
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Apr	5. May	6. Jun
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Jul	8. Aug	9. Sep
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Oct	11. Nov	12. Dec
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

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

The total displayed will update with each W-2 entry added.

Confirm the totals are correct before clicking on Next Step.

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 C – 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			

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: 2018 FEIN: V54446633 Business Name: Any Business

Business Contact Name: John Doe Business Contact Phone: (804) 555-1222

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				
230-01-1234	John	Smith	123 Any St	Richmond	VA	23222	-
3 - Disability	15,000.00	5,000.00	750.00				
230-02-1234	Mary	Jones	123 Any ST	Richmond	VA	23222	- +
2 - Early distribution	3 - Disability	15,000.00	5,000.00	750.00			

Next Step

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 D – 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

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: 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		
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		

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.

Appendix E – 1099-NEC Preview Screens

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

- DO NOT mail a copy of the submitted eForm confirmation page to the Virginia Tax Department.
- DO NOT use the 1099-NEC for other states as it applies only to Virginia Non Employee compensation amounts.
- You can submit up to 100 employees per 1099-NEC eForm

Virginia Tax
Form 1099-NEC - Non-Employee Compensation

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

1099-NEC Sign & Confirm

PAYER INFORMATION

For Tax Year: 2019 FEIN: 123456789 Business Name: Business Name...
Business Contact Name: Contact Name... Business Contact Phone: Contact Phone...

PAYEE 1099-NEC INFORMATION

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

SSN/FEIN/TIN	First Name	Last Name	Address	City	State	ZIP Code	
Virginia Non-Employee Compensation Amount	First Name...	Last Name...	Address...	City...	VA	ZIP Code...	- +
Non-Employee Comper	VA State Tax Withheld...						


Save As Draft Next Step

The total displayed will update with each 1099-NEC entry added. Confirm the totals are correct before clicking Next Step.

You can Add or Delete 1099-NECs prior to submitting the information. Up to 100 1099-NECs may be in an eForm 1099-NEC submission.

1099-NEC Preview Screens

1099-NEC with Payee Information

**Virginia Tax**
Form 1099-NEC - Non-Employee Compensation

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

1099-NEC Sign & Confirm

PAYER INFORMATION

For Tax Year: 2019 FEIN: 814848112 Business Name: John Doe
Business Contact Name: John Business Contact Phone: (804) 555-5555

PAYEE 1099-NEC INFORMATION

Number of 1099-NEC Payees: 1 Total Virginia State Tax Withheld: \$500.00

SSN/FEIN/TIN	First Name	Last Name	Address	City	State	ZIP Code	Virginia Non-Employee Compensation Amount	Virginia State Tax Withheld
987-65-4320	Sally	Smith	123 Any St	Richmond	VA	23222	100.00	500.00

[Save As Draft](#) [Make Changes](#) [File Now](#)

When Next Step is clicked, you will have the opportunity to review your filing again. If changes are needed, select "Make Changes"; otherwise select "File Now"


Appendix F – W-2C Preview Screens

The images below are screenshots of the W-2C screens in eForms that can only be accessed after completing the eForms W-2C 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.
- Changes to the FEIN cannot be done on the W-2C.

W-2c Preview Screens

W-2C with Corrected Information



Virginia Tax

Form W-2C - Corrected Wage and Tax Statement

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

[Contact Us](#)

W-2C
Sign & Confirm

EMPLOYER INFORMATION

For Tax Year	FEIN	Business Name
2021	123456789	ABC
		Business Contact Name
		John Doe
		Business Contact Phone
		(804) 502-5588

EMPLOYEE W-2C INFORMATION

Previously Reported	Corrected Information
Number of W2's: 1	Number of W2's: 1
Total Virginia State Wages: \$5,000.00	Total Virginia State Wages: \$6,000.00
Total Virginia State Tax Withheld: \$125.00	Total Virginia State Tax Withheld: \$125.00

	SSN	First Name	Last Name	Address	City	State	ZIP Code	VA State Wages	VA State Tax Withheld
Previously Reported	123-65-4789	Betty	Jones	Main St	Any	VA	23222	5,000.00	125.00
Corrected Information	123-65-4789	Betty	Jones	Main St	Any	VA	23222	6,000.00	125.00

Save As Draft
Make Changes
File Now

When Next Step is clicked, you will have the opportunity to review your filing again. If changes are needed, select "Make Changes"; otherwise select "File Now"