

Filing Frequency Verification Transmittal

Payroll Service Providers and Tax Preparers, use this form to submit your request to Virginia Tax for verification of your clients' filing frequency.

The Payroll Service Provider or Tax Preparer requesting this information is acting on behalf of its client employer(s) and has a signed authorization from each client, on the accompanying list, expressly authorizing your company to request and receive this information on their behalf.

Provide the following information for us to process your request.

Payroll Service Provider or Tax Preparer Information

Your Name _____ Company Name _____

Phone Number _____ Fax Number _____
(The requested information will be sent to this fax number.)

Your Signature _____ Date _____

Client's Information

Send a list of clients, with this form, providing the following information for **each client** covered in this request.

- Federal Identification Number (FEIN)
- Business Name
- Current Filing Frequency (if known)
- Space for Virginia Tax to provide the verification for both the Current Filing Frequency and the Proposed Filing Frequency in the event the Filing Frequency is changing in January of the following year. The Proposed Filing Frequency is typically available, for that group of clients only, beginning in late October each year.

Submit Request

Fax to: (804) 367-2603, or

**Mail to: Virginia Department of Taxation
P.O. Box 1114
Richmond, VA 23219**

NOTE: Please allow up to 10 business days to receive this information.

For Assistance

If you have any questions or need assistance, call (804) 367-8037.