

2013 FORM 770ES

VIRGINIA ESTIMATED INCOME TAX PAYMENT VOUCHERS FOR ESTATES, TRUSTS AND UNIFIED NONRESIDENTS

Form 770ES Vouchers and Instructions

Form 770ES is used to make estimated income tax payments. Filing is required only for estates, trusts and pass-through entities filing a unified return for nonresident owners (unified nonresidents) 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.

VATAX Online Services for Estates, Trusts and Unified Nonresidents

- Use **Live Chat** to communicate with a tax representative
- Use **Quick Pay** to pay and view your tax bills
- Sign up for **e-Alerts**

Visit www.tax.virginia.gov for more information.

I. FILING REQUIREMENTS - ESTATES, TRUSTS AND UNIFIED NONRESIDENTS

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 2013 ends two or more years after the decedent's death, then you must make estimated income tax payments using Form 770ES.

An estate, trust or unified nonresident filer 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, trusts and unified nonresidents are not required to file Form 770ES if:

- (a) in the case of an estate only, the taxable year 2013 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 2013.

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, 2013. Estimated income tax payments must be made in full on or before May 1, 2013, or in equal installments on or before May 1, 2013, June 15, 2013, September 15, 2013, and January 15, 2014.

Complete the worksheet and make payments in accordance with the instructions on the vouchers. If you overpaid your 2012 income tax and chose to apply the overpayment to your 2013 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, 2014. If you file your 2013 income tax return on or before March 1, 2014, and pay the entire tax at that time, you are not required to file Form 770ES for 2013.

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 the Department's website 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 2013 to be large enough to require making estimated income tax payments as of May 1, 2013, 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.

If you file your 2013 income tax return and pay the balance of tax due in full by March 1, 2014, you are not required to make the estimated tax payment that would normally be due on January 15, 2014. 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 for 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 for information on which voucher to file. File the remaining vouchers with the Treasurer in that city or county using the addresses at the end of this document.

VI. WHERE TO GET HELP AND FORMS

If you need 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 at the end of this document. Requests for information may also be addressed to the: **Virginia Department of Taxation, P. O. Box 1115, Richmond, VA 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, VA 23218-1317**, or call **804-440-2541**.

Visit the Department of Taxation website, **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).

**2013 ESTIMATED INCOME TAX WORKSHEET
For Estates, Trusts and Unified Nonresidents**

- 1 Expected federal taxable income of the estate, trust or VA income of unified nonresident . . . 1
- 2 Fiduciary's share of Virginia modifications or net modifications of unified nonresident 2
- 3 Estimated Virginia taxable income (Line 1 less Line 2) 3
- 4 Virginia income tax for the amount on Line 3 (See Section III). 4
- 5 Tax credits (See Section III) 5
- 6 ESTIMATE OF THE FIDUCIARY, UNIFIED NONRESIDENT 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 2012 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, trust or unified nonresident filer 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, 2013	1	25%	25%	25%	25%
after April 15th and before June 2nd	3	June 15, 2013	2	33 ¹ / ₃ %	33 ¹ / ₃ %	33 ¹ / ₃ %
after June 1st and before Sept. 2nd	2	Sept. 15, 2013	3	50%	50%
after Sept. 1st and before Dec. 31st	1	Jan. 15, 2014	4	100%

**2013 FORM 770ES - Voucher 1
Doc ID 772**

VIRGINIA ESTIMATED INCOME TAX
PAYMENT VOUCHER FOR ESTATES, TRUSTS AND
UNIFIED NONRESIDENTS
CALENDAR YEAR FILERS: DUE **MAY 1, 2013** OR
FISCAL YEAR FILERS: BEGINNING MONTH: _____

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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0000000000 7720000 113050

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.

Mail all other vouchers to the Treasurer.

Addresses are at the end of this document.

Amount of payment

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

2013 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
001 Accomack County	757-787-5747	P. O. Box 186, Accomac	23301-0186	101 King William Co.	804-769-4941	P. O. Box 217, King William	23086
003 Albemarle County*	434-296-5851	P. O. Box 1478, Richmond	23218-1478	103 Lancaster County	804-462-7920	8311 Mary Ball Rd., Ste. 203, Lancaster	22503
010 Alexandria City *	703-746-3909	P. O. Box 1478, Richmond	23218-1478	105 Lee County	276-346-7722	P. O. Box 96, Jonesville	24263
005 Alleghany County	540-863-6640	9212 Winterberry Ave., Ste. E, Covington	24426	678 Lexington City	540-462-3701	P. O. Box 922, Lexington	24450
007 Amelia County	804-561-2158	P. O. Box 269, Amelia	23002	107 Loudoun County	703-777-0260	P. O. Box 1478, Richmond	23218-1478
009 Amherst County	434-946-9310	P. O. Box 719, Amherst	24521	109 Louisa County	540-967-3432	P. O. Box 8, Louisa	23093
011 Appomattox Co.	434-352-7450	P. O. Box 125, Appomattox	24522	111 Lunenburg County	434-696-2516	11512 Courthouse Rd., Ste. 101, Lunenburg	23952
013 Arlington County	703-228-3055	P. O. Box 1478, Richmond	23218-1478	680 Lynchburg City	434-455-3870	P. O. Box 858, Lynchburg	24505-0858
015 Augusta County	540-245-5640	P. O. Box 959, Verona	24482	113 Madison County	540-948-4421	P. O. Box 56, Madison	22727
017 Bath County	540-839-7231	P. O. Box 130, Warm Springs	24484	683 Manassas City	703-257-8298	P. O. Box 1478, Richmond	23218-1478
515 Bedford City	540-587-6051	215 E. Main St., Rm. 110, Bedford	24523	685 Manassas Park Cty.	703-335-8825	P. O. Box 1478, Richmond	23218-1478
019 Bedford County	540-586-7621	122 E. Main St., Ste. 103, Bedford	24523	690 Martinsville City	276-403-5131	P. O. Box 1222, Martinsville	24114-1222
021 Bland County	276-688-4291	P. O. Box 130, Bland	24315	115 Mathews County	804-725-7168	P. O. Box 896, Mathews	23109
023 Botetourt County	540-473-8270	P. O. Box 128, Fincastle	24090-0128	117 Mecklenburg Co.	434-738-6191	P. O. Box 360, Boydton	23917
520 Bristol City	276-645-7316	497 Cumberland St., Ste 1-A, Bristol	24201	119 Middlesex County	804-758-5331	P. O. Box 148, Saluda	23149-0148
025 Brunswick County	434-848-2313	P. O. Box 669, Lawrenceville	23868	121 Montgomery Co.	540-382-5710	755 Roanoke St., Ste. 1-A, Christiansburg	24073
027 Buchanan County	276-935-6541	P. O. Box 1042, Grundy	24614	125 Nelson County	434-263-7070	P. O. Box 246, Lovingson	22949
029 Buckingham Co.	434-969-4972	P. O. Box 138, Buckingham	23921	127 New Kent County	804-966-9610	P. O. Box 99, New Kent	23124
530 Buena Vista City	540-261-8610	2039 Sycamore Ave., Buena Vista	24416	700 Newport News Cty.	757-926-8653	2400 Washington Ave., Newport News	23607
031 Campbell County	434-332-9518	P. O. Box 66, Rustburg	24588	710 Norfolk City	757-664-7885	P. O. Box 2260, Norfolk	23501-2260
033 Caroline County	804-633-4050	P. O. Box 531, Bowling Green	22427	131 Northampton Co.	757-678-0446	P. O. Box 65, Eastville	23347
035 Carroll County	276-730-3080	P. O. Box 1478, Richmond	23218-1478	133 Northumberland Co.	804-580-4600	P. O. Box 309, Heathsville	22473
036 Charles City Co.	804-652-2161	P. O. Box 1478, Richmond	23218-1478	720 Norton City	276-679-0031	P. O. Box 347, Norton	24273
037 Charlotte County	434-542-5546	P. O. Box 308, Charlotte C.H.	23923	135 Nottoway County	434-645-9317	P. O. Box 5, Nottoway	23955
540 Charlottesville City	434-970-3160	P.O. Box 2964, Charlottesville, VA	22902	137 Orange County	540-672-4441	P. O. Box 389, Orange	22960
550 Chesapeake City	757-382-6488	P. O. Box 15285, Chesapeake	23328	139 Page County	540-743-3840	101 S. Court St., Luray	22835
041 Chesterfield Co.	804-748-1281	P. O. Box 124, Chesterfield	23832	141 Patrick County	276-694-7131	P. O. Box 1478, Richmond	23218-1478
043 Clarke County	540-955-5108	P. O. Box 67, Berryville	22611	730 Petersburg City	804-733-2315	P. O. Box 1478, Richmond	23218-1478
570 Colonial Hgts. City	804-520-9280	P. O. Box 3401, Colonial Heights	23834-9001	143 Pittsylvania Co.	434-432-7940	P. O. Box 272, Chatham	24531
580 Covington City	540-965-6350	P. O. Drawer 58, Covington	24426	735 Poquoson City	757-868-3020	500 City Hall Ave., Poquoson	23662
045 Craig County	540-864-6241	P. O. Box 186, New Castle	24127	140 Portsmouth City	757-393-8773	801 Crawford St., Portsmouth	23704
047 Culpeper County	540-727-3443	P. O. Box 1807, Culpeper	22701	745 Powhatan County	804-598-5616	3834 Old Buckingham Rd., Suite C, Powhatan	23139
049 Cumberland Co.	804-492-4280	P. O. Box 77, Cumberland	23040	147 Prince Edward Co.	434-392-3231	P. O. Box 446, Farmville	23901
590 Danville City	434-799-5145	P. O. Box 480, Danville	24543	149 Prince George Co.	804-722-8740	P. O. Box 155, Prince George	23875
051 Dickenson County	276-926-1646	P. O. Box 1067, Clintwood	24228	153 Prince William Co.*	703-792-6710	P. O. Box 1478, Richmond	23218-1478
053 Dinwiddie County	804-469-4500	P. O. Box 104, Dinwiddie	23841	155 Pulaski County	540-980-7750	52 W. Main Street, Suite 200, Pulaski	24301
595 Emporia City	434-634-5405	P. O. Box 956, Emporia	23847	750 Radford City	540-731-3613	619 Second St., Rm. 161, Radford	24141
057 Essex County	804-443-4737	P. O. Box 879, Tappahannock	22560	157 Rappahannock Co.	540-675-5370	P. O. Box 115, Washington	22747
600 Fairfax City	703-385-7885	Room 224, City Hall, 10455 Armstrong St., Fairfax	22030	760 Richmond City *	804-646-6474	P. O. Box 1478, Richmond	23218-1478
059 Fairfax County **	703-222-8234	P. O. Box 1478, Richmond	23218-1478	159 Richmond County	804-333-3722	P. O. Box 366, Warsaw	22572
610 Falls Church City	703-248-5065	300 Park Avenue, #104-E, Falls Church	22046-3301	770 Roanoke City	540-853-6543	P.O. Box 718, Roanoke	24004
061 Fauquier County	540-422-8163	P. O. Box 149, Warrenton	20188-0149	161 Roanoke County	540-772-2049	P. O. Box 21709, Roanoke	24018
063 Floyd County	540-745-9345	100 E. Main St., Box 5, Floyd	24091	163 Rockbridge Co.	540-463-3431	P. O. Box 1160, Lexington	24450
065 Fluvanna County	434-591-1940	P. O. Box 1478, Richmond	23218-1478	165 Rockingham Co.	540-564-3071	20 E. Gay St., Harrisonburg	22802
620 Franklin City	757-562-8547	P. O. Box 389, Franklin	23851	167 Russell County	276-889-8018	P. O. Box 517, Lebanon	24266
067 Franklin County	540-483-3083	1255 Franklin St., Suite 102, Rocky Mount	24151	775 Salem City	540-375-3019	P. O. Box 869, Salem	24153-0869
069 Frederick County	540-665-5681	P. O. Box 552, Winchester	22604	169 Scott County	276-386-7692	202 W. Jackson St., Suite 114, Gate City	24251
630 Fredericksburg City	540-372-1004	P. O. Box 644, Fredericksburg	22404	171 Shenandoah Co.	540-459-6170	P. O. Box 1478, Richmond	23218-1478
640 Galax City*	276-236-2528	P. O. Box 1478, Richmond	23218-1478	173 Smyth County	276-782-4040	P.O. Box 985, Marion, VA	24354
071 Giles County	540-921-3321	130 N. Main St., Pearisburg	24134	175 Southampton Co.	757-653-3032	P. O. Box 760, Courtland	23837
073 Gloucester County	804-693-3451	6489 Main St., Ste. 137, Gloucester	23061	177 Spotsylvania Co.	540-507-7054	P. O. Box 175, Spotsylvania	22553
075 Goochland County	804-556-5807	P. O. Box 60, Goochland	23063	179 Stafford County	540-658-4132	P. O. Box 98, Stafford	22555-0098
077 Grayson County	276-773-2381	P. O. Box 126, Independence	24348	790 Staunton City	540-332-3829	P. O. Box 4, Staunton	24402
079 Greene County	434-985-5211	P. O. Box 1478, Richmond	23218-1478	800 Suffolk City	757-514-4260	P. O. Box 1459, Suffolk	23439-1459
081 Greensville County	434-348-4227	1781 Greensville Co. Cir., Room 132, Emporia	23847	181 Surry County	757-294-5225	P. O. Box 35, Surry	23883
083 Halifax County	434-476-3314	P. O. Box 1847, Halifax	24558	183 Sussex County	434-246-1022	P. O. Box 1398, Sussex	23884
650 Hampton City	757-727-6690	P. O. Box 636, Hampton	23669-0636	185 Tazewell County	276-988-1235	101 E. Main St., Ste. 201, Tazewell	24651
085 Hanover County	804-365-6129	P. O. Box 129, Hanover	23069	810 Virginia Beach City	757-385-4483	2401 Courthouse Dr., Bldg. 1, Rm. 121, Virginia Beach	23456-9002
660 Harrisonburg City	540-432-7704	P. O. Box 20031, Harrisonburg	22801-7531	187 Warren County	540-635-2651	P. O. Box 1775, Front Royal	22630-0038
087 Henrico County*	804-501-4263	P. O. Box 1478, Richmond	23218-1478	191 Washington Co.	276-676-6270	One Government Place, Ste. C, Abingdon	24210-8484
089 Henry County	276-634-4690	P. O. Box 1077, Collinsville	24078-1077	820 Waynesboro City	540-942-6610	503 W. Main St., Rm. 107, Waynesboro	22980
091 Highland County	540-468-2142	P. O. Box 148, Monterey	24446	193 Westmoreland Co.	804-493-9052	P. O. Box 68, Montross	22520
670 Hopewell City	804-541-2237	P. O. Box 1604, Hopewell	23860	830 Williamsburg City	757-220-6150	P. O. Box 245, Williamsburg	23187
093 Isle of Wight Co.	757-365-6222	P. O. Box 107, Isle of Wight	23397-0107	840 Winchester City	540-667-1815	P.O. Box 546, Winchester	22604
095 James City County	757-253-6695	P. O. Box 283, Williamsburg	23187	195 Wise County	276-328-3557	P. O. Box 1278, Wise	24293
097 King & Queen Co.	804-785-5976	P. O. Box 178, King & Queen Court House	23085	197 Wythe County	276-223-6015	225 S. 4th St., Ste. 101, Wytheville	24382
099 King George Co.	540-775-4664	10459 Courthouse Dr., Suite 101, King George	22485-3862	199 York County	757-890-3381	P. O. Box 90, Yorktown	23690-0090

2013 FORM 770ES MAILING ADDRESSES AND TELEPHONE NUMBERS

Send each Form 760ES 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
001 Accomack County	757-787-5738	P. O. Box 296, Accomac	23301-0296	101 King William Co.	804-769-4930	P. O. Box 156, King William	23086
003 Albemarle County*	434-296-5851	P. O. Box 1478, Richmond	23218-1478	103 Lancaster County	804-462-5630	8311 Mary Ball Rd., Suite 204, Lancaster	22503
510 Alexandria City*	703-746-3909	P. O. Box 1478, Richmond	23218-1478	105 Lee County	276-346-7716	P. O. Box 70, Jonesville	24263
005 Alleghany County	540-863-6630	9212 Winterberry Ave., Ste. F, Covington	24426	678 Lexington City	540-462-3707	P. O. Box 920, Lexington	24450
007 Amelia County	804-561-2145	P. O. Box 730, Amelia	23002	107 Loudoun County	703-777-0280	P. O. Box 1478, Richmond	23218-1478
009 Amherst County	434-946-9318	P. O. Box 449, Amherst	24521	109 Louisa County	540-967-3435	P. O. Box 523, Louisa	23093
011 Appomattox Co.	434-352-5200	P. O. Box 689, Appomattox	24522	111 Lunenburg County	434-696-3354	11512 Courthouse Rd., Suite 100, Lunenburg	23952
013 Arlington County	703-228-3255	P. O. Box 1478, Richmond	23218-1478	680 Lynchburg City	434-455-4242	900 Church St., Lynchburg	24504
015 Augusta County	540-245-5660	P. O. Box 590, Verona	24482	113 Madison County	540-948-4409	P. O. Box 309, Madison	22727
017 Bath County	540-839-7256	P. O. Box 306, Warm Springs	24484	683 Manassas City	703-257-8298	P. O. Box 1478, Richmond	23218-1478
515 Bedford City	540-587-6057	215 E. Main St., Bedford	24523	685 Manassas Park City	703-335-8835	P. O. Box 1478, Richmond	23218-1478
019 Bedford County	540-586-7670	122 E. Main St., Ste. 101, Bedford	24523	690 Martinsville City	276-403-5131	P. O. Box 1023, Martinsville	24114-1023
021 Bland County	276-688-3741	P. O. Box 145, Bland	24315	115 Mathews County	804-725-2341	P. O. Box 305, Mathews	23109
023 Botetourt County	540-473-8254	P. O. Box 100, Fincastle	24090-0100	117 Mecklenburg Co.	434-738-6191	P. O. Box 250, Boydton	23917
520 Bristol City	276-645-7311	P. O. Box 16691, Bristol	24209	119 Middlesex County	804-758-5302	P. O. Box 182, Saluda	23149-0182
025 Brunswick County	434-848-2512	228 N. Main Street, Room 104, Lawrenceville	23868	121 Montgomery Co.	540-382-5723	755 Roanoke St., Suite 1B, Christiansburg	24073
027 Buchanan County	276-935-6551	P. O. Box 1056, Grundy	24614	125 Nelson County	434-263-7060	P. O. Box 100, Lovingsston	22949
029 Buckingham Co.	434-969-4744	P. O. Box 106, Buckingham	23921	127 New Kent County	804-966-9615	P. O. Box 109, New Kent	23124
530 Buena Vista City	540-261-8620	2039 Sycamore Ave., Buena Vista	24416	700 Newport News City	757-926-8643	P. O. Box 975, Newport News	23607
031 Campbell County	434-332-9590	P. O. Box 37, Rustburg	24588	131 Norfolk City	757-664-7800	P. O. Box 3215, Norfolk	23514
033 Caroline County	804-633-5291	P. O. Box 431, Bowling Green	22427	131 Northampton Co.	757-678-0450	P. O. Box 598, Eastville	23347
035 Carroll County	276-730-3060	P. O. Box 1478, Richmond	23218-1478	133 Northumberland Co.	804-580-5201	P. O. Box 297, Heathsville	22473
036 Charles City Co.	804-652-4738	P. O. Box 1478, Richmond	23218-1478	720 Norton City	276-679-7246	P. O. Box 618, Norton	24273
037 Charlotte County	434-542-5125	P. O. Box 267, Charlotte C.H.	23923	135 Nottoway County	434-645-9318	P. O. Box 85, Nottoway	23955
540 Charlottesville City	434-970-3146	P. O. 2854, Charlottesville	22902-2854	137 Orange County	540-672-2656	P. O. Box 469, Orange	22960
550 Chesapeake City	757-382-6525	P. O. Box 16495, Chesapeake	23328	139 Page County	540-743-3975	101 S. Court St., Luray	22835
041 Chesterfield Co.	804-748-1201	P. O. Box 70, Chesterfield	23832	141 Patrick County	276-694-7257	P. O. Box 1478, Richmond	23218-1478
043 Clarke County	540-955-5160	P. O. Box 537, Berryville	22611	730 Petersburg City	804-733-2322	P. O. Box 1478, Richmond	23218-1478
570 Colonial Hts. City	804-520-9320	P. O. Box 3401, Colonial Heights	23834-9001	143 Pittsylvania Co.	434-432-7960	P. O. Box 230, Chatham	24531
580 Covington City	540-965-6340	P. O. Drawer 878, Covington	24426	735 Poquoson City	757-868-3015	P. O. Box 2319, Poquoson	23662-0319
045 Craig County	540-864-5641	P. O. Box 57, New Castle	24127	740 Portsmouth City	757-393-8651	801 Crawford St., Portsmouth	23704
047 Culpeper County	540-727-3442	P. O. Box 1447, Culpeper	22701	145 Powhatan County	804-598-5625	P. O. Box 87, Powhatan	23139
049 Cumberland Co.	804-492-4297	P. O. Box 28, Cumberland	23040	147 Prince Edward Co.	434-392-3454	P. O. Box 522, Farmville	23901
590 Danville City	434-799-5140	P. O. Box 1565, Danville	24543	149 Prince George Co.	804-722-8750	P. O. Box 156, Prince George	23875
051 Dickenson County	276-926-1610	P. O. Box 708, Clintwood	24228	153 Prince William Co.*	703-792-6710	P. O. Box 1478, Richmond	23218-1478
053 Dinwiddie County	804-469-4500	P. O. Box 178, Dinwiddie	23841	155 Pulaski County	540-980-7785	52 W. Main St., Ste. 100, Pulaski	24301
595 Emporia City	434-634-2349	P. O. Box 511, Emporia	23847	750 Radford City	540-731-3661	619 Second St., Rm. 164, Radford	24141
057 Essex County	804-443-4371	P. O. Box 489, Tappahannock	22560	157 Rappahannock Co.	540-675-5360	P. O. Box 37, Washington	22747
600 Fairfax City	703-385-7900	Room 234, City Hall, 10455 Armstrong St., Fairfax	22030	760 Richmond City	804-646-6474	P. O. Box 1478, Richmond	23218-1478
059 Fairfax County**	703-222-8234	P. O. Box 1478, Richmond	23218-1478	159 Richmond County	804-333-3555	P. O. Box 400, Warsaw	22572
610 Falls Church City	703-248-5046	300 Park Ave., #103-E, Falls Church	22046-3301	770 Roanoke City	540-853-2561	P. O. Box 1451, Roanoke	24007
061 Fauquier County	540-422-8194	P. O. Box 677, Warrenton	20188	161 Roanoke County	540-772-2056	P. O. Box 21009, Roanoke	24018
063 Floyd County	540-745-9357	100 E. Main St., Floyd	24091	163 Rockbridge Co.	540-463-2613	P. O. Box 784, Lexington	24450
065 Fluvanna County	434-591-1940	P. O. Box 1478, Richmond	23218-1478	165 Rockingham Co.	540-564-3053	P. O. Box 471, Harrisonburg	22803-0471
620 Franklin City	757-562-8543	P. O. Box 179, Franklin	23851	167 Russell County	276-889-8028	P. O. Box 121, Lebanon	24266
067 Franklin County	540-483-3078	1255 Franklin St. Suite 101, Rocky Mount	24151	775 Salem City	540-375-3024	P. O. Box 869, Salem	24153-0869
069 Frederick County	540-665-5607	P. O. Box 225, Winchester	22604	169 Scott County	276-386-7742	202 W. Jackson St., Suite 101, Gate City	24251
630 Fredericksburg City	540-372-1001	P. O. Box 267, Fredericksburg	22404	171 Shenandoah Co.	540-459-6180	P. O. Box 1478, Richmond	23218-1478
640 Galax City*	276-236-2131	P. O. Box 1478, Richmond	23218-1478	173 Smyth County	276-782-4059	P. O. Box 549, Marion	24354
071 Giles County	540-921-1240	130 N. Main St., Pearisburg	24134	175 Southampton Co.	757-653-3025	P. O. Box 250, Courtland	23837
073 Gloucester County	804-693-2141	6489 Main St., Gloucester	23061-6102	177 Spotsylvania Co.	540-507-7058	P. O. Box 100, Spotsylvania	22553
075 Goochland County	804-556-5806	P. O. Box 188, Goochland	23063	179 Stafford County	540-658-8702	P. O. Box 68, Stafford	22555
077 Grayson County	276-773-2371	P. O. Box 127, Independence	24348	790 Staunton City	540-332-3833	P. O. Box 474, Staunton	24402
079 Greene County	434-985-1456	P. O. Box 1478, Richmond	23218-1478	800 Suffolk City	757-514-4275	P. O. Box 1583, Suffolk	23439
081 Greenville County	434-348-4229	1781 Greenville Co. Circle, Room 122, Emporia	23847	181 Surry County	757-294-5206	P. O. Box 286, Surry	23883
083 Halifax County	434-476-3318	P. O. Box 825, Halifax	24558	183 Sussex County	434-246-1087	P. O. Box 1399, Sussex	23884
650 Hampton City	757-727-6374	P. O. Box 638, Hampton	23669-0638	185 Tazewell County	276-988-1300	P. O. Box 969, Tazewell	24651-0969
085 Hanover County	804-365-6050	P. O. Box 200, Hanover	23069	810 Virginia Beach City	757-385-4294	2401 Courthouse Dr., Municipal Cntr., Bldg. 1, Virginia Beach	23456-9018
660 Harrisonburg City	540-432-7705	P. O. Box 1007, Harrisonburg	22803-1007	187 Warren County	540-635-2215	P. O. Box 1540, Front Royal	22630-1540
087 Henrico County*	804-501-4263	P. O. Box 1478, Richmond	23218-1478	191 Washington Co.	276-676-6272	One Government Place, Ste. B, Abingdon	24210-8484
089 Henry County	276-634-4675	P. O. Box 218, Collinsville	24078-0218	820 Waynesboro City	540-942-6606	503 W. Main St., Room 105, Waynesboro	22980
091 Highland County	540-468-2265	P. O. Box 512, Monterey	24465	193 Westmoreland Co.	804-493-0124	P. O. Box 730, Montross	22520
670 Hopewell City	804-541-2240	P. O. Box 199, Hopewell	23860	830 Williamsburg City	757-220-6155	P. O. Box 886, Williamsburg	23187
093 Isle of Wight Co.	757-365-6228	P. O. Box 79, Isle of Wight	23397-0079	840 Winchester City	540-667-1815	P. O. Box 546, Winchester	22604
095 James City County	757-253-6705	P. O. Box 8701, Williamsburg	23187	195 Wise County	276-328-3666	P. O. Box 1308, Wise	24293
097 King & Queen Co.	804-785-5978	P. O. Box 98, King and Queen Courthouse	23085	197 Wythe County	276-223-6070	225 S. 4th St., Rm. 104, Wytheville	24382
099 King George Co.	540-775-2571	10459 Courthouse Dr., Suite 100, King George	22485	199 York County	757-890-3420	P. O. Box 251, Yorktown	23690-0251