

# 2011 FORM 760ES

## VIRGINIA ESTIMATED INCOME TAX PAYMENT VOUCHERS FOR INDIVIDUALS

### Form 760ES Vouchers and Instructions

Form 760ES is used by individuals to make estimated income tax payments. Filing is required only for individuals 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 VIII. When to file information is in Section II. Estates, trusts and unified nonresident filers should use form 770ES.

#### VATAX Online Services for Individuals

- Make your **Estimated Tax Payments**
- **e-File/Free File** your Federal and State Tax Return
- Check the **Status of your Refund**
- View your **Account History**
- Make a **Filing Extension Payment**
- Make a **Web Payment** for the balance due on your Return
- Use **Live Chat** or send a **Secure Email** to communicate with a Tax Representative
- Use **Quick Pay** to pay and view your Tax Bills
- Sign up for **e-Subscriptions**

Visit [www.tax.virginia.gov](http://www.tax.virginia.gov) for more information

#### I. FILING REQUIREMENTS - INDIVIDUALS

If your Virginia income tax liability, after subtracting income tax withheld and any allowable credits, is expected to be more than \$150, then you must make estimated tax payments on Form 760ES (or have additional income tax withheld throughout the year from your wages or other income).

**Farmers, fishermen and merchant seamen** with two-thirds of their estimated Virginia gross income from self-employed farming, fishing or being a merchant seaman have special filing requirements which allow them to make fewer payments. See Farmers, Fishermen and Merchant Seamen in Section II for more information.

You are not required to file Form 760ES if:

- (a) you are single and your expected Virginia adjusted gross income (Line 1, Estimated Income Tax Worksheet on Page 3) is less than \$11,650;
- (b) you are a married couple and your combined expected Virginia adjusted gross income (Line 1, Estimated Income Tax Worksheet on Page 3) is less than \$23,300;
- (c) you are married, filing separately, and your separate expected Virginia adjusted gross income (Line 1, Estimated Income Tax Worksheet on Page 3) is less than \$11,650; or
- (d) your expected estimated tax liability exceeds your withholding and tax credits by \$150 or less.

#### 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 760ES Payment Voucher 1 by May 1, 2011. Estimated income tax payments must be made in full on or before May 1, 2011, or in equal installments on or before May 1, 2011, June 15, 2011, September 15, 2011, and January 15, 2012.

Complete the worksheet on Page 3 and make the payments in accordance with the instructions on the vouchers. If you overpaid your 2010 income tax and chose to apply

the overpayment to your 2011 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, 2012. If you file your 2011 income tax return on or before March 1, 2012, and pay the entire tax at that time, you are not required to file Form 760ES for 2011.

#### 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 760ES 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 760ES 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 website to help you determine if you are required to file Form 760ES. Use the tax rate schedule below or, for additional information and guidance, refer to the instructions for the return that you will file.

If you are required to file Form 760ES, complete the form using the payment amount from Line 15 of the Estimated Income Tax Worksheet For Individuals. When filing each voucher, include your check or money order for the amount computed for the quarter.

If your expected Virginia adjusted gross income changes during the year, recompute your estimated tax to determine how much your remaining payments should increase or decrease. When making your next Form 760ES 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 are a resident of Virginia and 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 individual income tax credits.
- you qualify for the spouse tax adjustment on Form 760

For more information on determining if you qualify for any credits, see the instructions for the Virginia income tax return that you expect to file.

The personal exemptions, itemized or standard deductions, and the child and dependent care deductions, if claimed, must be adjusted if you are a part-year resident. Refer to the Form 760PY instructions for details on computing these items.

Itemized deductions may be adjusted by Fixed Date Conformity items. Refer to the income tax instructions for further information.

## IV. CHANGES IN INCOME OR EXEMPTIONS

Even if you do not expect your income from sources other than wages on which Virginia tax is withheld for 2011 to be large enough to require making estimated income tax payments as of May 1, 2011, a change in income, deductions or exemptions 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 2011 income tax return and pay the balance of tax due in full by March 1, 2012, you are not required to make the estimated tax payment that would normally be due on January 15, 2012. 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 VIII and the Form 760C instructions for more information.

## V. WHO MAY FILE A JOINT FORM 760ES

A husband and wife may file a joint declaration unless (a) they are legally separated or divorced, (b) they have different taxable years, or (c) one is a nonresident of this state (unless both are required to file a Virginia return).

If you file a joint Form 760ES, but do not file a joint income tax return, the estimated tax may be treated as the estimated tax of either husband or wife, or may be divided between both spouses as mutually agreed. Attach a statement to the front of each spouse's tax return that specifies the amount claimed by each spouse.

## VI. WHERE TO FILE

Send the first voucher filed for the taxable year to the address shown on Page 7 as designated by the Commissioner of the Revenue, Director of Finance or Director of Tax Administration for your Virginia city or county. If you are a nonresident, file your first voucher with the Commissioner of the Revenue, Director of Finance, or Director of Tax Administration for the city or county in which the principal portion of the income from Virginia sources was received. 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 for your city or county using the address on Page 8.

## VII. 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 7. 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 our website, [www.tax.virginia.gov](http://www.tax.virginia.gov), where you can obtain filing information, get answers to common questions, download forms, and more.

## VIII. 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).



**2011 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								



# 2011 FORM 760ES 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	103 Lancaster County	804-462-7920	8311 Mary Ball Rd., Suite 203, Lancaster	22503
003 Albemarle County*	434-296-5851	P. O. Box 1478, Richmond	23218-1478	105 Lee County	276-346-7722	P. O. Box 96, Jonesville	24263
010 Alexandria City *	703-746-3909	P. O. Box 1478, Richmond	23218-1478	678 Lexington City	540-462-3701	P. O. Box 922, Lexington	24450
005 Alleghany County	540-863-6640	P. O. Box 300, Low Moor	24457	107 Loudoun County	703-777-0260	P. O. Box 1478, Richmond	23218-1478
007 Amelia County	804-561-2158	P. O. Box 269, Amelia	23002	109 Louisa County	540-967-3432	P. O. Box 8, Louisa	23093
009 Amherst County	434-946-9310	P. O. Box 719, Amherst	24521	111 Lunenburg County	434-696-2516	11512 Courthouse Rd., Suite 101, Lunenburg	23952
011 Appomattox Co.	434-352-7450	P. O. Box 125, Appomattox	24522	680 Lynchburg City	434-455-3870	P. O. Box 858, Lynchburg	24505-0858
013 Arlington County	703-228-3055	P. O. Box 1478, Richmond	23218-1478	113 Madison County	540-948-4421	P. O. Box 56, Madison	22727
015 Augusta County	540-245-5640	P. O. Box 959, Verona	24482	683 Manassas City	703-257-8298	P. O. Box 1478, Richmond	23218-1478
017 Bath County	540-839-7231	P. O. Box 130, Warm Springs	24484	685 Manassas Park Cty.	703-335-8825	P. O. Box 1478, Richmond	23218-1478
515 Bedford City	540-587-6051	215 E. Main St., Room 110, Bedford	24523	690 Martinsville City	276-403-5131	P. O. Box 1222, Martinsville	24114-1222
019 Bedford County	540-586-7621	122 E. Main St., Suite 103, Bedford	24523	115 Mathews County	804-725-7168	P. O. Box 896, Mathews	23109-0896
021 Bland County	276-688-4291	P. O. Box 130, Bland	24315	117 Mecklenburg Co.	434-738-6191	P. O. Box 360, Boydton	23917
023 Botetourt County	540-473-8270	P. O. Box 128, Fincastle	24090-0128	119 Middlesex County	804-758-5332	P. O. Box 148, Saluda	23149-0148
520 Bristol City	276-645-7316	497 Cumberland St., Bristol	24201	121 Montgomery Co.	540-382-5710	755 Roanoke St., Suite 1A, Christiansburg	24073
025 Brunswick County	434-848-2313	P. O. Box 669, Lawrenceville	23868	125 Nelson County	434-263-7060	P. O. Box 100, Lovingson	22949
027 Buchanan County	276-935-6541	P. O. Box 1042, Grundy	24614	127 New Kent County	804-966-9610	P. O. Box 99, New Kent	23124
029 Buckingham Co.	434-969-4972	P. O. Box 138, Buckingham	23921	700 Newport News Cty.	757-926-8653	2400 Washington Ave., Newport News	23607-4389
530 Buena Vista City	540-261-8610	2039 Sycamore Ave., Buena Vista	24416	710 Norfolk City	757-664-7885	P. O. Box 2260, Norfolk	23501-2260
031 Campbell County	434-332-9518	P. O. Box 66, Rustburg	24588	131 Northampton Co.	757-678-0446	P. O. Box 65, Eastville	23347
033 Caroline County	804-633-4050	P. O. Box 531, Bowling Green	22427	133 Northumberland Co.	804-580-4600	P. O. Box 309, Heathsville	22473
035 Carroll County	276-730-3080	P. O. Box 1478, Richmond	23218-1478	720 Norton City	276-679-0031	P. O. Box 347, Norton	24273
036 Charles City Co.	804-652-2161	P. O. Box 1478, Richmond	23218-1478	135 Nottoway County	434-645-9317	P. O. Box 5, Nottoway	23955
037 Charlotte County	434-542-5546	P. O. Box 308, Charlotte C.H.	23923	137 Orange County	540-672-4441	P. O. Box 389, Orange	22960
540 Charlottesville City	434-970-3160	P. O. Box 9031, Charlottesville	22906	139 Page County	540-743-3840	101 S. Court St., Luray	22835
550 Chesapeake City	757-382-6488	P. O. Box 15285, Chesapeake	23328	141 Patrick County	276-694-7131	P. O. Box 367, Stuart	24171
041 Chesterfield Co.	804-748-1281	P. O. Box 124, Chesterfield	23832	730 Petersburg City	804-733-2315	P. O. Box 1478, Richmond	23218-1478
043 Clarke County	540-955-5108	P. O. Box 67, Berryville	22611	143 Pittsylvania Co.	434-432-7940	P. O. Box 272, Chatham	24531
570 Colonial Hgts. City	804-520-9280	P. O. Box 3401, Colonial Heights	23834	735 Poquoson City	757-868-3020	500 City Hall Ave., Poquoson	23662
580 Covington City	540-965-6350	P. O. Drawer 58, Covington	24426	144 Portsmouth City	757-393-8773	801 Crawford St., Portsmouth	23704
045 Craig County	540-864-6241	P. O. Box 186, New Castle	24127	145 Powhatan County	804-598-5616	3834 Old Buckingham Rd., Suite C, Powhatan	23139
047 Culpeper County	540-727-3443	P. O. Box 1807, Culpeper	22701	147 Prince Edward Co.	434-392-3231	P. O. Box 446, Farmville	23901
049 Cumberland Co.	804-492-4280	P. O. Box 77, Cumberland	23040	149 Prince George Co.	804-722-8740	P. O. Box 155 Prince George	23875
590 Danville City	434-799-5145	P. O. Box 480, Danville	24543	153 Prince William Co.	703-792-6710	P. O. Box 1478, Richmond	23218-1478
051 Dickenson County	276-926-1646	P. O. Box 1067, Clintwood	24228	155 Pulaski County	540-980-7750	52 W. Main Street, Suite 200, Pulaski	24301
053 Dinwiddie County	804-469-4500	P. O. Box 104, Dinwiddie	23841	750 Radford City	540-731-3613	619 Second St., Room 161, Radford	24141
595 Emporia City	434-634-5405	P. O. Box 956, Emporia	23847	157 Rappahannock Co.	540-675-5370	P. O. Box 115, Washington	22747
057 Essex County	804-443-4737	P. O. Box 879, Tappahannock	22560	760 Richmond City *	804-646-6474	P. O. Box 1478, Richmond	23218-1478
600 Fairfax City	703-385-7880	10455 Armstrong St., Room 224, Fairfax	22030-3649	159 Richmond County	804-333-3722	P. O. Box 366, Warsaw	22572
059 Fairfax County **	703-222-8234	P. O. Box 1478, Richmond	23218-1478	770 Roanoke City	540-853-6543	P. O. Box 718, Roanoke	24004
610 Falls Church City	703-248-5065	300 Park Avenue, # 104-E, Falls Church	22046-3301	161 Roanoke County	540-772-2049	P. O. Box 21709, Roanoke	24018
061 Fauquier County	540-422-8163	P. O. Box 149, Warrenton	20188-0149	163 Rockbridge Co.	540-463-3431	P. O. Box 1160, Lexington	24450
063 Floyd County	540-745-9345	100 E. Main St., Box 5, Floyd	24091	165 Rockingham Co.	540-564-3071	20 E. Gay St., Harrisonburg	22802
065 Fluvanna County	434-591-1940	P. O. Box 1478, Richmond	23218-1478	167 Russell County	276-889-8018	P. O. Box 517, Lebanon	24266
620 Franklin City	757-562-8547	P. O. Box 389, Franklin	23851	775 Salem City	540-375-3019	P. O. Box 869, Salem	24153
067 Franklin County	540-483-3083	1255 Franklin St., Suite 102, Rocky Mount	24151	169 Scott County	276-386-7692	202 W. Jackson St., Suite 114, Gate City	24251
069 Frederick County	540-665-5681	P. O. Box 552, Winchester	22604	171 Shenandoah Co.	540-459-6170	P. O. Box 1478, Richmond	23218-1478
630 Fredericksburg City	540-372-1004	P. O. Box 644, Fredericksburg	22404	173 Smyth County	276-782-4040	P. O. Box 985, Marion, VA	24354
640 Galax City*	276-236-2528	P. O. Box 1478, Richmond	23218-1478	175 Southampton Co.	757-653-3032	P. O. Box 760, Courtland	23837
071 Giles County	540-921-3321	130 N. Main St., Pearisburg	24134	177 Spotsylvania Co.	540-507-7054	P. O. Box 175, Spotsylvania	22553
073 Gloucester County	804-693-3451	6489 Main St., Ste. 137, Gloucester	23061	179 Stafford County	540-658-4132	P. O. Box 98, Stafford	22555
075 Goochland County	804-556-5807	P. O. Box 60, Goochland	23063	790 Staunton City	540-332-3829	P. O. Box 4, Staunton	24402-0004
077 Grayson County	276-773-2381	P. O. Box 126, Independence	24348	800 Suffolk City	757-514-4260	P. O. Box 1459, Suffolk	23439-1459
079 Greene County	434-985-5211	P. O. Box 1478, Richmond	23218-1478	181 Surry County	757-294-5225	P. O. Box 35, Surry	23883
081 Greenville County	434-348-4227	1781 Greenville Co. Circle, Room 132, Emporia	23847	183 Sussex County	434-246-1022	P. O. Box 1398, Sussex	23884
083 Halifax County	434-476-3314	P. O. Box 1847, Halifax	24558	185 Tazewell County	276-988-1235	101 E. Main St., Tazewell	24651
650 Hampton City	757-727-6690	P. O. Box 636, Hampton	23669	810 Virginia Beach City	757-385-4483	2401 Courthouse Dr., Bldg. 1, Virginia Beach	23456-9002
085 Hanover County	804-365-6129	P. O. Box 129, Hanover	23069	187 Warren County	540-635-2651	P. O. Box 1775, Front Royal	22630
660 Harrisonburg City	540-432-7704	P. O. Box 20031, Harrisonburg	22801-7531	191 Washington Co.	276-676-6270	174 E. Main St., Suite B, Abingdon	24210-2839
087 Henrico County*	804-501-4263	P. O. Box 1478, Richmond	23218-1478	820 Waynesboro City	540-942-6610	503 W. Main St., Room 107, Waynesboro	22980
089 Henry County	276-634-4690	P. O. Box 1077, Collinsville	24078-1077	193 Westmoreland Co.	804-493-9052	P. O. Box 68, Montross	22520
091 Highland County	540-468-2142	P. O. Box 148, Monterey	24465	830 Williamsburg City	757-220-6150	P. O. Box 245, Williamsburg	23187
670 Hopewell City	804-541-2237	P. O. Box 1604, Hopewell	23860	840 Winchester City	540-667-1815	P. O. Box 1478, Richmond	23218-1478
093 Isle of Wight Co.	757-365-6222	P. O. Box 107, Isle of Wight	23397	195 Wise County	276-328-3557	P. O. Box 1278, Wise	24293
095 James City County	757-253-6695	P. O. Box 283, Williamsburg	23187	197 Wythe County	276-223-6015	225 S. 4th St., Ste. 101, Wytheville	24382
097 King & Queen Co.	804-785-5976	P. O. Box 178, King & Queen Court House	23085	199 York County	757-890-3381	P. O. Box 90, Yorktown	23690-0090
099 King George Co.	540-775-4664	10459 Courthouse Dr., Suite 101, King George	22485-3862				
101 King William Co.	804-769-4941	P. O. Box 217, King William	23086				

# 2011 FORM 760ES 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	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., 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	23093-0523
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	24504-1620
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., Room 100, 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	24523-2000	690 Martinsville City	276-403-5240	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	497 Cumberland St., Bristol	24201	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, Lovingston	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	23124-0109
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	23607-0975
031 Campbell County	434-332-9590	P. O. Box 37, Rustburg	24588	710 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.	804-652-2161	P. O. Box 1478, Richmond	23218-1478	720 Norton City	276-679-7246	P. O. Box 818, 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. 9048, Charlottesville	22906-9048	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 668, Stuart	24171
043 Clarke County	540-955-5160	P. O. Box 537, Berryville	22611	730 Petersburg City	804-733-2315	P. O. Box 1478, Richmond	23218-1478
570 Colonial Hts. City	804-520-9320	P. O. Box 3401, Colonial Heights	23834	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
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	23875-0156
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., Suite 100, Pulaski	24301
595 Emporia City	434-634-2349	P. O. Box 511, Emporia	23847	750 Radford City	540-731-3661	619 Second St., Room 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	10455 Armstrong St., Room 234, City Hall, Fairfax	22030-3649	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	540-422-8180	P. O. Box 677, Warrenton	20188-0677	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.	540-463-3431	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
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	177 Spotsylvania Co.	540-507-7058	P. O. Box 65, Spotsylvania	22553
075 Goochland County	804-556-5806	P. O. Box 188, Goochland	23063	179 Stafford County	540-658-8700	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	23439-1583
081 Greensville County	434-348-4229	1781 Greensville 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	434-246-1086	P. O. Box 1399, Sussex	23884
650 Hampton City	757-727-6374	P. O. Box 638, Hampton	23669	185 Tazewell County	276-988-1300	P. O. Box 969, Tazewell	24651
085 Hanover County	804-365-6050	P. O. Box 200, Hanover	23069	810 Virginia Beach City	757-385-4294	2401 Courthouse Dr., Bldg. 1, Virginia Beach	23456-9002
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
087 Henrico County*	804-501-4263	P. O. Box 1478, Richmond	23218-1478	191 Washington Co.	276-676-6272	174 E. Main St., Abingdon	24210-2895
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	840 Winchester City	540-678-1815	P. O. Box 1478, Richmond	23218-1478
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., Room 104, Wytheville	24382
099 King George Co.	540-775-2571	10459 Courthouse Dr., Suite 100, King George	22485	199 York County	757-890-3381	P. O. Box 251, Yorktown	23690-0251