

# Form VA-W

# W-2/1099 Transmittal

This form is to be used to submit W-2/1099 statements on paper.

**Note:** All employers are required to submit their employee W-2 statements to the Department of Taxation electronically using eForms or Web Upload unless you have an approved hardship waiver to submit them on paper. Visit our website at [www.tax.virginia.gov](http://www.tax.virginia.gov) for more information or to obtain the Waiver request form.

TAX YEAR	VIRGINIA ACCOUNT NUMBER	FEIN
BUSINESS NAME	CONTACT NAME	CONTACT PHONE NUMBER

Number of W-2 and/or 1099 Forms included \_\_\_\_\_

Send this completed transmittal form along with copies of your W-2 and/or 1099 statements to:

VA Department of Taxation

PO Box 27264

Richmond, VA 23261-7264