

VA-15, Voucher For Payment of Virginia Income Tax Withheld, (Semi-weekly)

Form Name	Voucher For Payment of Virginia Tax Withheld, (Semi –weekly)
Tax Code	30
Document ID	315
Form Code for OCR Line	315

Variable Field	Description
1	For Period Ending – Ending date of period for which VA-16 Reconciliation voucher will be filed in MMM YYYY format corresponding with the VA-16
2	OCR line – Maximum of 31 spaces (Numeric) 16-digit OCR line account number (the 16th digit is a check digit) formatted; 2-character tax code (30) 9-character external identification number 1-character alpha external identification type. Use “1”= F = FEIN 3-digit account suffix 1-character check digit 1 space 3-digit document identification code (315) 4-digit vendor NACTP code 1 space 6-digit filing period – the ending date of the quarterly filing period formatted CYYMMX (6 <sup>TH</sup> digit is a check digit)
3	Account Number - 17-character account number (Alpha/Numeric) 2-character tax code (30) hyphen 9-character external identification number 1-character alpha external identification type (“F” = FEIN). hyphen 3-digit account suffix
4	FEIN – 9-digit federal employer’s identification number formatted 99-9999999 (hyphen optional)
5	Name and Address – name and mailing address of taxpayer
6	Total Amount Due – amount of this payment

**Note:** See page 14 for the OCR filing period.

**Note:** The 6 digit filing period and for quarter period ending must always be for a valid end of calendar quarter.