

VA-6, Annual or Final Summary of Virginia Income Tax Withheld

Form Name	Annual or Final Summary of Virginia Income Tax Withheld
Tax Code	30
Document ID	306
Document ID for OCR Line	306

Variable Field	Description
1	Lines 1 through 12 – Amount paid each period during the tax year. MONTHLY filers enter the amount of VA Income tax paid monthly with Forms VA-5 on Lines 1-12. QUARTERLY and SEMI-WEEKLY filers enter the amount paid for each quarter on lines 3, 6, 9, and 12.
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 (306) 4-digit vendor NACTP code 1 space 6-digit filing period – the ending date of the filing period formatted CYYMMX (6 TH digit is a check digit)
3	Calendar Year - Enter four-digit year for which form being filed.
4	Due Date - Month day and year the voucher is due in MM/DD/YY format. The due date for a VA-6 is February 28 of the following year or 30 days following the closing of the account.
5	Account Number – 17 spaces (Alpha/Numeric) 2-character tax code (30) 1 hyphen 9-character external identification number 1-character alpha external identification type (“F” = FEIN). 1 hyphen 3-digit account suffix
6	FEIN – 9-digit federal employer’s identification number formatted 99-9999999
7	Name and address
8	Total Payments - Total of lines 1 through 12
9	Total VA Tax Withheld - Enter total VA Tax Withheld during the year. This amount should equal the total of the accompanying income statements.
10	Additional Payment -If total payments are less than VA tax withheld, enter this amount in the additional payment block and remit payment.
11	Number of W2’s - Enter the total number of income statements sent with this form.
12	Paid by EFT - Enter “X” if payment made by EFT.

- The filing period on the VA6 vouchers for tax year 2010, due in 2011 is 110000
- The filing period on the VA6 vouchers for tax year 2011, due in 2012 is 111007

VA-6, Annual or Final Summary of Virginia Income Tax Withheld (continued)

Note: Form VA-6 and Form W-2, State copy, must be filed by February 28 of the year following the calendar year in which taxes were withheld from employees or if the employer's business is terminated during the year, within 30 days after the last month in which wages were paid.

Note: Effective January 1, 2011, employer's who furnish 150 or more withholding statements to employees for calendar year 2010, must file their Forms W2 electronically.