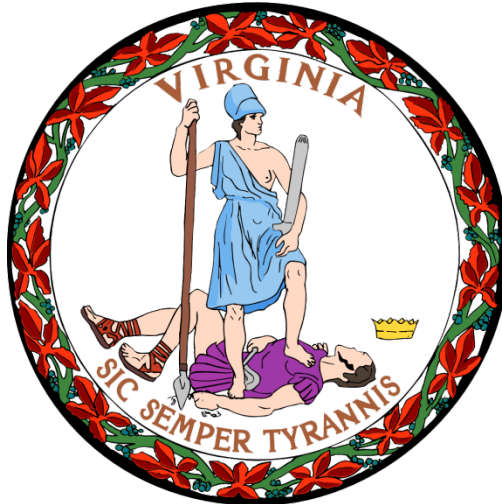


Instructions for Filing

VA6H/W2 eForm

Virginia Combined Household Annual Withholding Reconciliation and Wage and Tax Statement



Commonwealth of Virginia
Department of Taxation
Richmond, Virginia

Form VA6H/W2 Instructions

The Form VA6H/W2 is new version of the existing eForm VA6H and W2 and is designed to simplify the electronic filing process for Household employers who have up to 10 household employees. This new form meets electronic filing requirements with the Virginia Department of Taxation (Department).

Taxpayers are not required to submit a paper copy of their VA6H and W2 forms to the Department when they file Form VA6H/W2. However, they should retain a copy for their own records. The fields detailed in these instructions are the same as what is currently available on the paper and eForm versions of the VA6H and W2. This will assist in faster and easier filing of the VA6H/W2.

All taxpayers must authentic their tax account information prior to filing this eForm. You will need your 9-digit Federal Employer's Identification Number (FEIN) and the primary address zip code the business you are filing. If you are not able to successfully authenticate you will see a message pop up and you can contact the telephone number provided for assistance.

Authentication

Account Number – Enter your 9-digit Federal Employer Identification Number

Suffix – Select the business location number. You can select from 001 to 050

Taxable Year – Select the taxable year you are filing (Note: We default to the current year due but you can select prior years as needed).

Primary Address Zip Code – Enter the zip code used as the primary address for the business

Legal Business Name – Enter the full legal business name of the entity for which you are filing.

Taxpayer Information Fields

Business Name – Enter the business name as it appears on your tax account

Mailing Address – Enter address information for the mailing location of the business

City, State and ZIP – Enter the city, state and ZIP information for the primary mailing address of the business

VA6H Portion of VA6H/W2– Field Instructions

Enter the required information listed into the fields provided as you would on your paper or eForm VA6H and W2. These fields are: **First Quarter Wages, Second Quarter Wages, Third Quarter Wages, Fourth Quarter Wages, Total VA Tax Withheld, Previously Submitted Payments and Net Amount Due**

(Note: There is a check box to indicate if this eForm is an amended return. When you check this box the information will be reviewed and you will be contacted if additional information is needed).

W-2 Portion of the VA6H/W2 Field Instructions

There are three fields that will automatically calculate as you enter the information for the W-2 section: Number of W-2s, Total Virginia State Wages and Total Virginia State Tax Withheld.

The fields that are required are:

SSN – Enter the social security number of the employee

First Name – Enter the first name of the employee



Last Name – Enter the last name of the employee

Address – Enter the employee's mailing address

City, State and Zip Code – Enter the employee's information for city, state and zip code

VA State Wages – Enter the amount of state wages reported for Virginia

VA State Tax Withheld – Enter the amount of state tax withholding that you held for this employee.

You can add more employees by clicking on  or you can remove an entry by clicking the . This eForm allows up to ten employees to be entered. You cannot use this eForm if you have more than 10 household employees and you would need to complete the VA6H eForm and the W2 eForm.

If you need to make a payment, you will see the payment confirmation screen and you can enter your information for the bank routing number and bank account number.

Once you have completed the return you will be asked to electronically sign the return and you will get a confirmation once completed. The VA6H/W2 can be saved on your computer as a PDF for future reference (Please see the eForms User Guide if you do not know how to save an eForm).