

Refund Verification - Document Checklist

What we need from you

A clear copy (or image) of the documentation below. If you filed jointly, be sure to include all documents and information for both you and your spouse.

Step 1 – Gather your Withholding Documents

If you...	Then...
have W-2 forms,	send a clear copy of all of the W-2 forms for each employer you worked for during the tax year referenced in your letter.
have 1099 forms,	send a clear copy of all of the 1099 forms you received showing Virginia income tax withheld for the tax year referenced in your letter.
have VK-1 forms,	send a clear copy of all of the VK-1 forms you received showing Virginia income tax withheld for the tax year referenced in your letter.
filed a joint return,	send all of the same documentation for your spouse.

Step 2 – Gather your Additional Document

Choose **only 1** of the following options:

The following information from your previous Virginia income tax return:

Amount from Line 1 (Federal Adjusted Gross Income): _____

Primary Social Security number on return: _____

Spouse Social Security Number (if applicable): _____

Clear copy or image of a valid state or federal issued photo ID, preferably a driver's license or ID card issued by your state's Department of Motor Vehicles.

Clear copy or image of your last pay stub received in the tax year of the return referenced in your letter with year-end information that matches your W-2 (if applicable). If you are a federal employee, you may send your December Leave and Earnings Statement (LES), if available.

Clear copy or image of any bank statements from the tax year referenced in your letter, to show at least 1 deposit from each of the payers for which you claimed withholding on your return, including employers, retirement funds, etc. **Please mark out all other transactions.**

Step 3 – Make sure each file meets upload requirements

- Save to an accepted file type: PDF, JPEG, PNG, BMP, TIFF, or GIF
- Make sure each file is less than 30 MBs in size (**Tip:** If you included multiple documents within a single file, try resaving as individual files)
- Do not include spaces in file names (**Good file names:** smith-w2.pdg; smith_w2.pdg; smithw2.pdf)
- Do not use password-protected or otherwise encrypted documents

Ready to respond?

Have your letter available, and go to tax.virginia.gov/respond.

To log in, you'll need:

- Your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- The Correspondence ID from your letter
- The tax year of your return referenced in your letter

You can also respond by mail or fax.

Just send your letter back to us with clear copies of the information requested in this checklist:

Virginia Department of Taxation
RAP Unit 1
P.O. Box 27003
Richmond, VA 23261-7003

Fax: 804.344.8565

Note: Do not send original documents. We will not be able to return them to you.

Questions?

Please call us at [804.404.4185](tel:804.404.4185) if you need help with anything.