

# 2016 FORM 770ES

## VIRGINIA ESTIMATED INCOME TAX PAYMENT VOUCHERS FOR ESTATES, TRUSTS AND UNIFIED NONRESIDENTS

### Form 770ES Vouchers and Instructions

Form 770ES is used to make estimated income tax payments. Filing is required only for estates, trusts and pass-through entities filing a unified return for nonresident owners (unified nonresidents) whose income and net tax due exceed the amounts specified in Section I. If you are required to make estimated income tax payments, but do not, you may be liable for an additional charge, explained in Section VII. Information on when to file is in Section II.

#### VATAX Online Services for Estates, Trusts and Unified Nonresidents

- Use **Quick Pay** to pay and view your tax bills
- Sign up for **e-Alerts**
- Use **Web Upload** to file your returns and make payments electronically

Visit [www.tax.virginia.gov](http://www.tax.virginia.gov) for more information.

#### I. FILING REQUIREMENTS - ESTATES, TRUSTS AND UNIFIED NONRESIDENTS

If your Virginia income tax liability, after subtracting any allowable credits, is expected to be more than \$150 and, in the case of an estate, if the 2016 taxable year ends two or more years after the decedent's death, then you must make estimated income tax payments using Form 770ES.

An estate, trust or unified nonresident filer must use its Federal Employer Identification Number (FEIN) in place of the taxpayer's Social Security Number. Do not use the decedent's Social Security Number. If the FEIN has not been received, enter "Applied for." If you do not have a FEIN, you should contact the Internal Revenue Service at 1-800-TAX-FORM (1-800-829-3676) to obtain federal Form SS-4 (Application for Employer Identification Number).

Estates, trusts and unified nonresidents are not required to file Form 770ES if:

- (a) in the case of an estate only, the 2016 taxable year ends **less than** two years after the death of the decedent; or
- (b) Virginia income tax can reasonably be expected to be \$150 or less for the 2016 taxable year.

#### II. WHEN TO FILE

If you are required to file and the due date falls on a Saturday, Sunday or legal holiday, you may file your return on the next succeeding day that is not a Saturday, Sunday or legal holiday.

File Form 770ES Payment Voucher 1 by May 1, 2016. Estimated income tax payments must be made in full on or before May 1, 2016, or in equal installments on or before May 1, 2016, June 15, 2016, September 15, 2016 and January 15, 2017.

When the last day on which a tax return may be filed or a tax may be paid falls on a Saturday, Sunday or legal holiday, you may file and make payment without penalty or interest on the next succeeding business day.

Complete the worksheet and make payments in accordance with the instructions on the vouchers. If you overpaid your

2015 income tax and chose to apply the overpayment to your 2016 estimated income tax, that overpayment may be partially or fully applied to any installment.

#### FARMERS, FISHERMEN and MERCHANT SEAMEN

If the qualifications of a farmer, fisherman or merchant seaman are met, you only need to file Payment Voucher 4 by January 15, 2017. If you file your 2016 income tax return on or before March 1, 2017, and pay the entire tax at that time, you are not required to file Form 770ES for 2016.

#### FISCAL YEAR TAXPAYERS

If you report income on a fiscal year basis, substitute the 15th day of the 4th month for May 1, the 15th day of the 6th month for June 15, the 15th day of the 9th month for September 15 and the 15th day of the 1st month of the succeeding taxable year for January 15. For example, if a taxpayer has a taxable year that ends on June 30, the first Form 770ES return would be due on October 15. The remaining estimated payments would be due on December 15, March 15 and July 15 of the succeeding taxable year. Indicate the beginning month of your fiscal year in the space provided on the Form 770ES Voucher.

#### III. HOW TO ESTIMATE

You must pay at least 90% of your tax liability during the year by having income tax withheld and/or making timely payments of estimated tax. Worksheets are available on the Department's website to help you determine if you are required to file Form 770ES. Use the Tax Rate Schedule on Page 2 or, for additional information and guidance, refer to the instructions for the return that you will file.

If you are required to file Form 770ES, complete the form using the payment amount from the Estimated Income Tax Worksheet. When filing each voucher, include your check or money order for the amount computed for the quarter.

If your expected Virginia tax liability changes during the year, recompute your estimated tax to determine how much your remaining payments should increase or decrease. When making your next Form 770ES payment, enter the new amount of estimated income tax due for the quarter.

## TAX RATE SCHEDULE

IF YOUR VIRGINIA TAXABLE INCOME IS:

Not over \$3,000, your tax is 2% of your Virginia taxable income.

over...	but not over...	your tax is...	of excess over...
\$ 3,000	\$ 5,000	\$ 60 + 3%	\$ 3,000
\$ 5,000	\$17,000	\$120 + 5%	\$ 5,000
\$ 17,000		\$720 + 5.75%	\$ 17,000

## TAX CREDITS and ADJUSTMENTS

You may claim an expected tax credit or adjustment on the worksheet if:

- you will pay income tax to another state as a nonresident, except for the states of **Arizona, California, Oregon** or the **District of Columbia**;
- you are a resident of one or more of the states listed above and you will pay income tax to Virginia as a nonresident; or
- you expect to qualify for one of the other available fiduciary income tax credits.

For more information on determining if you qualify for any credits, see the instructions for Form 770.

## IV. CHANGES IN INCOME OR EXEMPTIONS

Even if you do not expect your income for 2016 to be large enough to require making estimated income tax payments as of May 1, 2016, a change in income may require you to file later in the year. If you later determine that you need to file, see the PAYMENT SCHEDULE.

If you file your 2016 income tax return and pay the balance of tax due in full by March 1, 2017, you are not required to make the estimated tax payment that would normally be due on January 15, 2017. If you file your return after March 1 without making the January payment, or if you have not paid the proper amount of estimated tax on any earlier due date, you may be liable for an additional charge for underpayment of estimated tax, computed on Form 760C. See Section VII and the Form 760C instructions for more information.

## V. WHERE TO FILE

Send the first voucher filed for the taxable year to the Department of Taxation, P.O. Box 1478, Richmond, VA 23218 or the address shown for the Commissioner of the Revenue, Director of Finance or Director of Tax Administration for the Virginia city or county in which the fiduciary qualified. If there has been no qualification in Virginia, file the first voucher in the city or county in which the fiduciary resides, does business or has an office or wherein any of the beneficiaries may reside. If filing is not required until after May 1, see the PAYMENT SCHEDULE for information on which voucher to file. File the remaining vouchers directly with the Department of Taxation or with the Treasurer in that city or county using the addresses at the end of this document.

## VI. WHERE TO GET HELP AND FORMS

If you need assistance completing your return, call or visit the Commissioner of the Revenue, Director of Finance or Director of Tax Administration for your city or county or the Department of Taxation. Requests for information may also be addressed to the: **Virginia Department of Taxation, P. O. Box 1115, Richmond, VA 23218-1115**, or call **804-367-8031**. *Do not mail your income tax return to this address or to the address below.*

Requests for forms from the Department of Taxation can be addressed to: **Virginia Department of Taxation, P. O. Box 1317, Richmond, VA 23218-1317**, or call **804-367-8031**.

Visit the Department's website, [www.tax.virginia.gov](http://www.tax.virginia.gov), where you can obtain filing information, get answers to common questions, download forms and more.

## VII. UNDERPAYMENT OF ESTIMATED INCOME TAX

An addition to tax is imposed by law if at least 90% ( $66\frac{2}{3}\%$  if you are a farmer, fisherman or merchant seaman) of your total tax liability is not paid throughout the year by timely withholding and/or installments of estimated tax except in certain situations. The addition to tax does not apply if each required installment is paid on time and meets one of the following exceptions:

- is at least 90% ( $66\frac{2}{3}\%$  if you are a farmer, fisherman or merchant seaman) of the amount due on the basis of annualized income;
- is at least 90% ( $66\frac{2}{3}\%$  if you are a farmer, fisherman or merchant seaman) of the amount due on the basis of the actual taxable income;
- is based on a tax computed by using your income for the preceding taxable year and the current year's tax rates and exemptions;
- is equal to or exceeds the prior year's tax liability for each installment period and the prior year return was for a full year and reflected an income tax liability; or
- the sum of all installment underpayments for the taxable year is \$150 or less.

If you do not meet an exception, your underpayment computation will be based on 90% of the current year's income tax liability or 100% of your liability for the preceding year, whichever is less. The addition to tax is computed on Form 760C (Form 760F for farmers, fishermen or merchant seamen).









# 2016 FORM 770ES MAILING ADDRESSES AND PHONE NUMBERS

Mail your Form 770ES and payment directly to the Department of Taxation, P.O. Box 1478, Richmond, VA 23218 or use the listing below to lookup the mailing address for the county or city where you intend to file.

Use this column for the first voucher filed for the taxable year.

## Commissioner of the Revenue

\* Denotes Department of Taxation

Use this column for subsequent vouchers.

## Treasurer

\* Denotes Department of Taxation

City/County	Local Phone	Address	ZIP Code
001 Accomack County	757-787-5747	P.O. Box 186, Accomac	23301-0186
003 Albemarle County*	434-296-5851	P.O. Box 1478, Richmond	23218-1478
510 Alexandria City *	703-746-3909	P.O. Box 1478, Richmond	23218-1478
005 Alleghany County	540-863-6640	9212 Winterberry Ave., Ste. E, Covington	24426
007 Amelia County	804-561-2158	P.O. Box 269, Amelia	23002
009 Amherst County	434-946-9310	P.O. Box 719, Amherst	24521
011 Appomattox Co.	434-352-7450	P.O. Box 125, Appomattox	24522
013 Arlington County*	703-228-3055	P.O. Box 1478, Richmond	23218-1478
015 Augusta County	540-245-5640	P.O. Box 959, Verona	24482
017 Bath County	540-839-7231	P.O. Box 130, Warm Springs	24484
019 Bedford County	540-586-7621	122 E. Main St., Ste. 103, Bedford	24523
021 Bland County	276-688-4291	P.O. Box 130, Bland	24315
023 Botetourt County	540-473-8270	P.O. Box 128, Fincastle	24090-0128
520 Bristol City	276-645-7316	497 Cumberland St., Ste. 1-A, Bristol	24201
025 Brunswick County	434-848-2313	P.O. Box 669, Lawrenceville	23868
027 Buchanan County	276-935-6542	P.O. Box 1042, Grundy	24614
029 Buckingham Co.	434-969-4972	P.O. Box 138, Buckingham	23921
530 Buena Vista City	540-261-8610	2039 Sycamore Ave., Buena Vista	24416
031 Campbell County	434-332-9518	P.O. Box 66, Rustburg	24588
033 Caroline County	804-633-4050	P.O. Box 819, Bowling Green	22427
035 Carroll County*	276-730-3080	P.O. Box 1478, Richmond	23218-1478
036 Charles City Co*	804-652-2161	P.O. Box 1478, Richmond	23218-1478
037 Charlotte County	434-542-5546	P.O. Box 308, Charlotte C.H.	23923
540 Charlottesville City	434-970-3160	P.O. Box 2964, Charlottesville, VA	22902
550 Chesapeake City	757-382-6732	P.O. Box 15285, Chesapeake	23328
041 Chesterfield Co.	804-748-1281	P.O. Box 124, Chesterfield	23832
043 Clarke County	540-955-5108	P.O. Box 67, Berryville	22611
570 Colonial Hgts. City	804-520-9280	P.O. Box 3401, Colonial Heights	23834
580 Covington City	540-965-6350	P.O. Drawer 58, Covington	24426
045 Craig County	540-864-6241	P.O. Box 186, New Castle	24127
047 Culpeper County	540-727-3443	P.O. Box 1807, Culpeper	22701
049 Cumberland Co.	804-492-4280	P.O. Box 77, Cumberland	23040
590 Danville City	434-799-5145	P.O. Box 480, Danville	24543
051 Dickenson County	276-926-1646	P.O. Box 1067, Clintwood	24228
053 Dinwiddie County	804-469-4500	P.O. Box 104, Dinwiddie	23841
595 Emporia City	434-634-5405	P.O. Box 956, Emporia	23847
057 Essex County	804-443-4737	P.O. Box 879, Tappahannock	22560
600 Fairfax City	703-385-7880	Room 224, City Hall, 10455 Armstrong St., Fairfax	22030
059 Fairfax County *	703-222-8234	P.O. Box 1478, Richmond	23218-1478
610 Falls Church City	703-248-5065	300 Park Avenue, #104-E, Falls Church	22046-3301
061 Fauquier County	540-422-8163	P.O. Box 149, Warrenton	20188-0149
063 Floyd County	540-745-9345	100 E. Main St., Box 5, Floyd	24091
065 Fluvanna County*	434-591-1940	P.O. Box 1478, Richmond	23218-1478
620 Franklin City	757-562-1157	P.O. Box 389, Franklin	23851
067 Franklin County	540-483-3083	1255 Franklin St., Suite 102, Rocky Mount	24151
069 Frederick County	540-665-5681	P.O. Box 552, Winchester	22604
630 Fredericksburg City	540-372-1004	P.O. Box 644, Fredericksburg	22404
640 Galax City*	276-236-2528	P.O. Box 1478, Richmond	23218-1478
071 Giles County	540-921-3321	130 N. Main St., Pearisburg	24134
073 Gloucester County	804-693-3451	6489 Main St., Ste. 137, Gloucester	23061-6102
075 Goochland County	804-556-5807	P.O. Box 60, Goochland	23063
077 Grayson County	276-773-2381	P.O. Box 126, Independence	24348
079 Greene County*	434-985-5211	P.O. Box 1478, Richmond	23218-1478
081 Greensville County	434-348-4227	1781 Greensville Co. Cir., Room 132, Emporia	23847
083 Halifax County	434-476-3314	P.O. Box 1847, Halifax	24558
650 Hampton City	757-727-6690	P.O. Box 636, Hampton	23669-0636
085 Hanover County	804-365-6129	P.O. Box 129, Hanover	23069
660 Harrisonburg City	540-432-7704	P.O. Box 20031, Harrisonburg	22801-7531
087 Henrico County*	804-501-4263	P.O. Box 1478, Richmond	23218-1478
089 Henry County	276-634-4690	P.O. Box 1077, Collinsville	24078-1077
091 Highland County	540-468-2142	P.O. Box 148, Monterey	24465
670 Hopewell City	804-541-2237	P.O. Box 1604, Hopewell	23860
093 Isle of Wight Co.	757-365-6222	P.O. Box 107, Isle of Wight	23397-0107
095 James City County	757-253-6695	P.O. Box 283, Williamsburg	23187
097 King & Queen Co.	804-785-5976	P.O. Box 178, King & Queen Court House	23085
099 King George Co.	540-775-4664	10459 Courthouse Dr., Suite 101, King George	22485-3865

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001 Accomack County	757-787-5738	P.O. Box 296, Accomac	23301-0296
003 Albemarle County*	434-296-5851	P.O. Box 1478, Richmond	23218-1478
510 Alexandria City*	703-746-3909	P.O. Box 1478, Richmond	23218-1478
005 Alleghany County	540-863-6630	9212 Winterberry Ave., Ste. F, Covington	24426
007 Amelia County	804-561-2145	P.O. Box 730, Amelia	23002
009 Amherst County	434-946-9318	P.O. Box 449, Amherst	24521
011 Appomattox Co.	434-352-5200	P.O. Box 689, Appomattox	24522
013 Arlington County*	703-228-3255	P.O. Box 1478, Richmond	23218-1478
015 Augusta County	540-245-5660	P.O. Box 590, Verona	24482
017 Bath County	540-839-7256	P.O. Box 306, Warm Springs	24484
019 Bedford County	540-586-7670	122 E. Main St., Ste. 101, Bedford	24523
021 Bland County	276-688-3741	P.O. Box 145, Bland	24315
023 Botetourt County	540-473-8254	P.O. Box 100, Fincastle	24090-0100
520 Bristol City	276-645-7311	P.O. Box 16069, Bristol	24209
025 Brunswick County	434-848-2512	228 N. Main Street, Room 104, Lawrenceville	23868
027 Buchanan County	276-935-6551	P.O. Box 1056, Grundy	24614
029 Buckingham Co.	434-969-4744	P.O. Box 106, Buckingham	23921
530 Buena Vista City	540-261-8620	2039 Sycamore Ave., Buena Vista	24416
031 Campbell County	434-332-9590	P.O. Box 37, Rustburg	24588
033 Caroline County	804-633-5291	P.O. Box 431, Bowling Green	22427
035 Carroll County*	276-730-3060	P.O. Box 1478, Richmond	23218-1478
036 Charles City Co*	804-652-4738	P.O. Box 1478, Richmond	23218-1478
037 Charlotte County	434-542-5125	P.O. Box 267, Charlotte C.H.	23923
540 Charlottesville City	434-970-3146	P.O. 2854, Charlottesville	22902-2854
550 Chesapeake City	757-382-6525	P.O. Box 16495, Chesapeake	23328
041 Chesterfield Co.	804-748-1201	P.O. Box 70, Chesterfield	23832
043 Clarke County	540-955-5160	P.O. Box 537, Berryville	22611
570 Colonial Hts. City	804-520-9320	P.O. Box 3401, Colonial Heights	23834-9001
580 Covington City	540-965-6340	P.O. Drawer 878, Covington	24426
045 Craig County	540-864-5641	P.O. Box 57, New Castle	24127
047 Culpeper County	540-727-3442	P.O. Box 1447, Culpeper	22701
049 Cumberland Co.	804-492-4297	P.O. Box 28, Cumberland	23040
590 Danville City	434-799-5140	P.O. Box 1565, Danville	24543
051 Dickenson County	276-926-1610	P.O. Box 708, Clintwood	24228
053 Dinwiddie County	804-469-4500	P.O. Box 178, Dinwiddie	23841
595 Emporia City	434-634-2349	P.O. Box 511, Emporia	23847
057 Essex County	804-443-4371	P.O. Box 489, Tappahannock	22560
600 Fairfax City	703-385-7900	Room 234, City Hall, 10455 Armstrong St., Fairfax	22030
059 Fairfax County*	703-222-8234	P.O. Box 1478, Richmond	23218-1478
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063 Floyd County	540-745-9357	100 E. Main St., Rm 202, Floyd	24091
065 Fluvanna County*	434-591-1940	P.O. Box 1478, Richmond	23218-1478
620 Franklin City	757-562-8543	P.O. Box 179, Franklin	23851
067 Franklin County	540-483-3078	1255 Franklin St. Suite 101, Rocky Mount	24151
069 Frederick County	540-665-5607	P.O. Box 225, Winchester	22604
630 Fredericksburg City	540-372-1001	P.O. Box 267, Fredericksburg	22404
640 Galax City*	276-236-2131	P.O. Box 1478, Richmond	23218-1478
071 Giles County	540-921-1240	130 N. Main St., Pearisburg	24134
073 Gloucester County	804-693-2141	6489 Main St., Gloucester	23061-6102
075 Goochland County	804-556-5806	P.O. Box 188, Goochland	23063
077 Grayson County	276-773-2371	P.O. Box 127, Independence	24348
079 Greene County*	434-985-1456	P.O. Box 1478, Richmond	23218-1478
081 Greensville County	434-348-4229	1781 Greensville Co. Circle, Room 122, Emporia	23847
083 Halifax County	434-476-3318	P.O. Box 825, Halifax	24558
650 Hampton City	757-727-6374	P.O. Box 638, Hampton	23669-0638
085 Hanover County	804-365-6050	P.O. Box 200, Hanover	23069
660 Harrisonburg City	540-432-7705	P.O. Box 1007, Harrisonburg	22803-1007
087 Henrico County*	804-501-4263	P.O. Box 1478, Richmond	23218-1478
089 Henry County	276-634-4675	P.O. Box 218, Collinsville	24078-0218
091 Highland County	540-468-2265	P.O. Box 512, Monterey	24465
670 Hopewell City	804-541-2240	P.O. Box 199, Hopewell	23860
093 Isle of Wight Co.	757-365-6228	P.O. Box 79, Isle of Wight	23397-0079
095 James City County	757-253-6705	P.O. Box 8701, Williamsburg	23187
097 King & Queen Co.	804-785-5978	P.O. Box 98, King and Queen Courthouse	23085
099 King George Co.	540-775-2571	10459 Courthouse Dr., Suite 100, King George	22485

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Use this column for subsequent vouchers.

## Commissioner of the Revenue

\* Denotes Department of Taxation

## Treasurer

\* Denotes Department of Taxation

City/County	Local Phone	Address	ZIP Code
101 King William Co....	804-769-4941..	P.O. Box 217, King William.....	23086
103 Lancaster County..	804-462-7920..	8311 Mary Ball Rd., Ste. 203, Lancaster .....	22503
105 Lee County .....	276-346-7722..	P.O. Box 96, Jonesville.....	24263
678 Lexington City....	540-462-3701..	P.O. Box 922, Lexington.....	24450
107 Loudoun County* ..	703-777-0260..	P.O. Box 1478, Richmond.....	23218-1478
109 Louisa County.....	540-967-3432..	P.O. Box 8, Louisa .....	23093
111 Lunenburg County	434-696-2516..	11512 Courthouse Rd., Ste. 101 Lunenburg.....	23952
680 Lynchburg City ..	434-455-3870..	P.O. Box 858, Lynchburg .....	24505-0858
113 Madison County ..	540-948-4421..	P.O. Box 56, Madison .....	22727
683 Manassas City* ..	703-257-8222..	P.O. Box 1478, Richmond.....	23218-1478
685 Manassas Park Cty.*	703-335-8825	P.O. Box 1478, Richmond.....	23218-1478
690 Martinsville City ..	276-403-5131..	P.O. Box 1222, Martinsville.....	24114-1222
115 Mathews County* ..	804-725-7168..	P.O. Box 1478, Richmond.....	23218-1478
117 Mecklenburg Co. ..	434-738-6191..	P.O. Box 360, Boydton .....	23917
119 Middlesex County ..	804-758-5331..	P.O. Box 148, Saluda .....	23149-0148
121 Montgomery Co. ...	540-382-5710..	755 Roanoke St., Ste. 1-A, Christiansburg.....	24073
125 Nelson County ..	434-263-7070..	P.O. Box 246, Lovingsston .....	22949
127 New Kent County ..	804-966-9610..	P.O. Box 99, New Kent .....	23124
700 Newport News Cty.	757-926-8653	2400 Washington Ave., Newport News	23607
710 Norfolk City .....	757-664-7885..	P.O. Box 2260, Norfolk .....	23501-2260
131 Northampton Co. ..	757-678-0446..	P.O. Box 65, Eastville .....	23347
133 Northumberland Co.	804-580-4600	P.O. Box 309, Heathsville .....	22473
720 Norton City .....	276-679-0031..	P.O. Box 347, Norton .....	24273
135 Nottoway County ..	434-645-9317..	P.O. Box 5, Nottoway .....	23955
137 Orange County .....	540-672-4441..	P.O. Box 389, Orange.....	22960
139 Page County .....	540-743-3840..	103 S. Court St., Suite C, Luray .....	22835
141 Patrick County* ..	276-694-7131..	P.O. Box 1478, Richmond.....	23218-1478
730 Petersburg City ..	804-733-2315..	135 N Union St., Petersburg.....	23803
143 Pittsylvania Co. ...	434-432-7940..	P.O. Box 272, Chatham .....	24531
735 Poquoson City .....	757-868-3020..	500 City Hall Ave., Poquoson .....	23662
740 Portsmouth City ..	757-393-8773..	801 Crawford St., Portsmouth .....	23704
145 Powhatan County ..	804-598-5616..	3834 Old Buckingham Rd., Suite C, Powhatan .....	23139
147 Prince Edward Co.	434-392-3231..	P.O. Box 446, Farmville .....	23901
149 Prince George Co.	804-722-8740..	P.O. Box 155, Prince George .....	23875
153 Prince William Co.*	703-792-6710..	P.O. Box 1478, Richmond.....	23218-1478
155 Pulaski County .....	540-980-7750..	52 W. Main Street, Suite 200, Pulaski	24301
150 Radford City .....	540-731-3613..	619 Second St., Rm. 161, Radford.....	24141
175 Rappahannock Co.	540-675-5370	P.O. Box 115, Washington .....	22747
760 Richmond City * ..	804-646-6474..	P.O. Box 1478, Richmond.....	23218-1478
159 Richmond County ..	804-333-3722..	P.O. Box 366, Warsaw .....	22572
770 Roanoke City .....	540-853-6543..	P.O. Box 718, Roanoke .....	24004
161 Roanoke County .....	540-772-2049..	P.O. Box 21709, Roanoke .....	24018
163 Rockbridge Co. ...	540-463-3431..	P.O. Box 1160, Lexington .....	24450
165 Rockingham Co. ...	540-564-3071..	20 E. Gay St., Harrisonburg .....	22802
167 Russell County .....	276-889-8018..	P.O. Box 517, Lebanon .....	24266
775 Salem City .....	540-375-3019..	P.O. Box 869, Salem.....	24153-0869
169 Scott County .....	276-386-7692..	190 Beech Street, Suite 104, Gate City .....	24251
171 Shenandoah Co.* ..	540-459-6170..	P.O. Box 1478, Richmond.....	23218-1478
173 Smyth County .....	276-782-4040..	P.O. Box 985, Marion, VA .....	24354
175 Southampton Co. ...	757-653-3032..	P.O. Box 760, Courtland .....	23837
177 Spotsylvania Co. ...	540-507-7054..	P.O. Box 175, Spotsylvania .....	22553
179 Stafford County .....	540-658-4132..	P.O. Box 98, Stafford .....	22555-0098
790 Staunton City .....	540-332-3829..	P.O. Box 4, Staunton .....	24402-0004
800 Suffolk City .....	757-514-4260..	P.O. Box 1459, Suffolk .....	23439-1459
181 Surry County .....	757-294-5225..	P.O. Box 35, Surry .....	23883
183 Sussex County .....	434-246-1030..	P.O. Box 1398, Sussex .....	23884
185 Tazewell County ..	276-385-1235..	101 E. Main St., Ste. 201, Tazewell ..	24651
810 Virginia Beach City	757-385-4483..	2401 Courthouse Dr., Bldg.1, Rm. 121, Virginia Beach.....	23456-9002
187 Warren County .....	540-635-2651..	P.O. Box 1775, Front Royal .....	22630-0038
191 Washington Co. ...	276-676-6270..	One Government Center Place, Ste. C, Abingdon .....	24210-8484
820 Waynesboro City ..	540-942-6610..	503 W. Main St., Rm. 107, Waynesboro .....	22980
193 Westmoreland Co.	804-493-9052..	P.O. Box 68, Montross .....	22520
830 Williamsburg City ..	757-220-6150..	P.O. Box 245, Williamsburg .....	23187
840 Winchester City ..	540-667-1815..	P.O. Box 1478, Richmond.....	23218-1478
Wise County .....	276-328-3556..	P.O. Box 1278, Wise .....	24293
197 Wythe County .....	276-223-6015..	225 S. 4th St., Ste. 101, Wytheville ..	24382
199 York County .....	757-890-3381..	P.O. Box 90, Yorktown .....	23690-0090

City/County	Local Phone	Address	ZIP Code
101 King William Co. ...	804-769-4930..	P.O. Box 156, King William.....	23086
103 Lancaster County ..	804-462-5630..	8311 Mary Ball Rd., Suite 204, Lancaster .....	22503
105 Lee County .....	276-346-7716..	P.O. Box 70, Jonesville.....	24263
678 Lexington City....	540-462-3707..	P.O. Box 920, Lexington.....	24450
107 Loudoun County* ..	703-777-0260..	P.O. Box 1478, Richmond.....	23218-1478
109 Louisa County.....	540-967-3435..	P.O. Box 523, Louisa .....	23093
111 Lunenburg County	434-696-3354..	11512 Courthouse Rd., Suite 100, Lunenburg.....	23952
680 Lynchburg City ..	434-455-4242..	900 Church St., Lynchburg .....	24504
113 Madison County ..	540-948-4409..	P.O. Box 309, Madison .....	22727
683 Manassas City* ..	703-257-8222..	P.O. Box 1478, Richmond.....	23218-1478
685 Manassas Park Cty.*	703-335-8835	P.O. Box 1478, Richmond.....	23218-1478
690 Martinsville City ..	276-403-5240..	P.O. Box 1023, Martinsville.....	24114-1023
115 Mathews County* ..	804-725-2341..	P.O. Box 1478, Richmond.....	23218-1478
117 Mecklenburg Co. ..	434-738-6191..	P.O. Box 250, Boydton .....	23917
119 Middlesex County ..	804-758-5302..	P.O. Box 182 Saluda .....	23149-0182
121 Montgomery Co. ...	540-382-5723..	755 Roanoke St., Suite 1B, Christiansburg.....	24073
125 Nelson County ..	434-263-7060..	P.O. Box 100, Lovingsston .....	22949
127 New Kent County ..	804-966-9615..	P.O. Box 109, New Kent .....	23124
700 Newport News Cty ..	757-926-8643..	P.O. Box 975, Newport News .....	23607
710 Norfolk City .....	757-664-7800..	P.O. Box 3215, Norfolk .....	23514-3215
131 Northampton Co. ..	757-678-0450..	P.O. Box 598, Eastville .....	23347
133 Northumberland Co.	804-580-5201	P.O. Box 297, Heathsville .....	22473
720 Norton City .....	276-679-7246..	P.O. Box 618, Norton .....	24273
135 Nottoway County ..	434-645-9318..	P.O. Box 85, Nottoway .....	23955
137 Orange County .....	540-672-2656..	P.O. Box 469, Orange.....	22960
139 Page County .....	540-743-3975..	103 S. Court St., Ste. A, Luray .....	22835
141 Patrick County* ..	276-694-7257..	P.O. Box 1478, Richmond.....	23218-1478
730 Petersburg City ..	804-733-2322..	135 N Union St., Petersburg.....	23803
143 Pittsylvania Co. ...	434-432-7960..	P.O. Box 230, Chatham .....	24531
735 Poquoson City .....	757-868-3015..	P.O. Box 2319, Poquoson .....	23662-0319
740 Portsmouth City ..	757-393-8651..	801 Crawford St., Portsmouth .....	23704
145 Powhatan County ..	804-598-5625	P.O. Box 87, Powhatan 23139	
147 Prince Edward Co.	434-392-3454..	P.O. Box 522, Farmville .....	23901
149 Prince George Co.	804-722-8750..	P.O. Box 156, Prince George .....	23875
153 Prince William Co.*	703-792-6710..	P.O. Box 1478, Richmond.....	23218-1478
155 Pulaski County .....	540-980-7785..	52 W. Main St., Ste.100, Pulaski .....	24301
150 Radford City .....	540-731-3661..	619 Second St., Rm. 164, Radford.....	24141
175 Rappahannock Co.	540-675-5360	P.O. Box 37, Washington .....	22747
760 Richmond City* ..	804-646-6474..	P.O. Box 1478, Richmond.....	23218-1478
159 Richmond County ..	804-333-3555..	P.O. Box 400, Warsaw .....	22572
770 Roanoke City .....	540-853-2561..	P.O. Box 1451, Roanoke .....	24007
161 Roanoke County .....	540-772-2056..	P.O. Box 21009, Roanoke .....	24018
163 Rockbridge Co. ...	540-463-2613..	P.O. Box 784, Lexington .....	24450
165 Rockingham Co. ...	540-564-3053..	P.O. Box 471, Harrisonburg .....	22803-0471
167 Russell County .....	276-889-8028..	P.O. Box 121, Lebanon .....	24266
775 Salem City .....	540-375-3024..	P.O. Box 869, Salem.....	24153-0869
169 Scott County .....	276-386-7742..	190 Beech St., Suite 103, Gate City .....	24251
171 Shenandoah Co.* ..	540-459-6180..	P.O. Box 1478, Richmond.....	23218-1478
173 Smyth County .....	276-782-4059..	P.O. Box 549, Marion .....	24354
175 Southampton Co. ...	757-653-3025..	P.O. Box 250, Courtland .....	23837
177 Spotsylvania Co. ...	540-507-7058..	P.O. Box 100, Spotsylvania .....	22553
179 Stafford County .....	540-658-8702..	P.O. Box 68, Stafford .....	22555
790 Staunton City .....	540-332-3833..	P.O. Box 474, Staunton .....	24402
800 Suffolk City .....	757-514-4275..	P.O. Box 1583, Suffolk .....	23439
181 Surry County .....	757-294-5206..	P.O. Box 286, Surry .....	23883
183 Sussex County .....	434-246-1087..	P.O. Box 1399, Sussex .....	23884
185 Tazewell County ..	276-385-1300..	P.O. Box 969, Tazewell .....	24651-0969
810 Virginia Beach Cty	757-385-4294..	2401 Courthouse Dr., Municipal Cntr., Bldg.1, Virginia Beach.....	23456-9018
187 Warren County .....	540-635-2215..	P.O. Box 1540, Front Royal .....	22630-1540
191 Washington Co. ...	276-676-6272..	One Government Center Place, Ste. B, Abingdon .....	24210-8484
820 Waynesboro City ..	540-942-6606..	503 W. Main St., Room 105, Waynesboro .....	22980
193 Westmoreland Co.	804-493-0124..	P.O. Box 730, Montross .....	22520
830 Williamsburg City ..	757-220-6155..	P.O. Box 886, Williamsburg .....	23187
840 Winchester City ..	540-667-1815..	P.O. Box 1478, Richmond.....	23218-1478
195 Wise County .....	276-328-3666..	P.O. Box 1308, Wise .....	24293
197 Wythe County .....	276-223-6070..	225 S. 4th St., Rm. 104, Wytheville ..	24382
199 York County .....	757-890-3420..	P.O. Box 251, Yorktown .....	23690-0251