



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TAXATION

RICHMOND 23282

MEMORANDUM

TO: Division Directors

FROM: Danny M. Payne, Director *DM Payne*  
Tax Policy Division

DATE: September 21, 1982

RE: Withholding from Annuity Payments to Federal Civil Service Retirees

The department is entering into an agreement with the Federal Office of Personnel Management to allow the voluntary withholding of Virginia income tax from resident federal civil service annuitants and their survivors. The program is not applicable to military retirees.

The attached letter and instructions are being mailed by OPM to all Virginia annuitants. These documents should help explain the program; however, if there are any further questions, please let us know. As you know, a meeting is scheduled September 22, 1982 to further explain this program.

We would appreciate your distributing this information to your personnel.

cc: W. H. Forst  
Clayton Stewart  
Raymond Dobyns

*1. Walter  
2. Jones  
3. Cooper  
4. Hill  
5. Lewis  
6. Smith*

*Hand Delivered  
9/21/82*

October 1982

TO: The Federal Civil Service Retiree Addressed

SUBJECT: Voluntary Virginia Income Tax Withholding  
From Civil Service Annuities

The purpose of this communication is to advise you that pursuant to Public Law 97-35, Section 1705, the Commonwealth of Virginia has entered into an agreement with the U. S. Office of Personnel Management (OPM) to provide the voluntary withholding of Virginia state income tax from the annuities of retired civil service employees who reside in Virginia. You may elect to have Virginia income taxes withheld from your monthly civil service annuity check beginning January 1983.

If you elect to participate in the program, PLEASE BE ADVISED THAT YOU MAY STILL BE REQUIRED TO MAKE ESTIMATED TAX PAYMENTS IF: 1) the amount you elect to have withheld from your annuity is not sufficient to satisfy your tax liability with respect to such income, or 2) you have additional income from other sources on which tax is not withheld. If you have income from other sources on which tax is not withheld, you may elect to have a sufficient amount of tax withheld from your annuity payments to satisfy your total tax obligation. The attached withholding table will assist you in selecting the amount to be withheld.

If you have any questions about the program, write to the Virginia Department of Taxation, P. O. Box 1114, Richmond, Virginia 23208, or call (804) 257-8038.

TO PARTICIPATE YOU SHOULD READ THE INSTRUCTIONS, COMPLETE THE FORM ON THE OTHER SIDE AND RETURN IT TO THE VIRGINIA DEPARTMENT OF TAXATION NO LATER THAN NOVEMBER 1, 1982.

If you choose to request this service, you should know that under the Privacy Act you do not have to provide the information requested; however, if you do not provide all the information requested we may not be able to process your request.

RETURN TO:

Virginia Department of Taxation  
P. O. Box 1114  
Richmond, Virginia 23208

COMPLETE THIS BLOCK:

NEW  CHANGE  DROP

AFFIX MAILING LABEL  
(Shows name, address, claim no.)

SOCIAL SECURITY NO. \_\_\_\_\_  
AMOUNT OF WITHHOLDING \$ \_\_\_\_\_ .00

SIGN HERE: \_\_\_\_\_

DATE: \_\_\_\_\_

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DETACH AND RETURN APPLICATION TO VIRGINIA DEPARTMENT OF TAXATION

INSTRUCTIONS

- You DO NOT have to participate.
- To choose this service, you must sign the statement above.
- State income tax will only be withheld from regular, recurring, monthly annuity payments.
- Your withholding MUST be in whole dollar amounts and at least \$5.00.
- You may change the amount withheld at any time.
- You may cancel your withholding at any time.
- You may have State taxes withheld for only one State at a time. To change from one State to another, first cancel your old request; then request the new State to begin withholding. You cannot have taxes withheld for more than two States in any one calendar year.
- You will receive a report of the amount withheld during the calendar year for State income taxes on your annual W2P earnings statement.
- See tax table provided in order to select an amount to be withheld. If you have special considerations or additional income, contact the Virginia Department of Taxation. **AGAIN, IF YOU DO NOT WITHHOLD DURING THE TAXABLE YEAR THE AMOUNT REQUIRED BY LAW, YOU WILL STILL BE REQUIRED TO MAKE ESTIMATED PAYMENTS.**

Address all inquires to:

Virginia Department of Taxation  
P. O. Box 1114  
Richmond, Virginia 23208

QUESTIONS? CALL (804) 257-8038