

Dear Customer,

Your **Virginia** Individual Income Tax Return is being returned to you for the following reason(s). Please make the applicable correction(s). Resubmit your tax return with this letter and all required documents before the state filing deadline of May 2nd. We have not retained a copy of your tax return. Thank you for your attention to this matter.

RETURN INCOMPLETE

- Missing tax return Page 1 or Page 2
- Social Security Number (SSN) of Primary taxpayer missing
- Social Security Number (SSN) of Secondary taxpayer missing
- Federal Employer Identification Number (FEIN) of the Estate or Trust missing
- Form 760PY (Schedule of Income and Adjustments) incomplete
- Form 763 (Non-resident Allocation Percentage Schedule) not completed
- Dates of Residence, in Virginia, for Primary taxpayer missing
- Dates of Residence, in Virginia, for Secondary taxpayer missing
- Schedule ADJ not completed for Form _____
- Schedule of Income not completed for Form 760PY

REQUIRED DOCUMENT(S) MISSING

- Federal Form 1040, 1040A or 1040EZ, or 1041 – to support Form 763 or Form 760PY
- Schedule ADJ – Virginia Schedule ADJ for Form _____
- Schedule CR – Credit Computation Schedule (Forms 760, 760PY and 763)
- Schedule OSC – Schedule for claiming Out-of-State tax credit
- Schedule of Income – Schedule for Income Distribution and Prorated Exemptions
- Copy of State-of-Residence tax return

OTHER

- You filed your return on the wrong form. Please refile on the 2015 Form _____.
- W-2 Altered/Unclear (Obtain corrected copy from employer.)
- W-2 or Schedule INC does not reflect withholding taxes paid to the State of Virginia
- Schedule INC displays neither the Federal Employer Identification Number (FEIN) nor the Virginia Tax Account Number of employer(s)
- _____