



Form VA-4 Instructions

What is the purpose of this form?

The **Virginia Form VA-4** determines how much money is withheld from your pay for Commonwealth of Virginia income tax.

When do I send this form?

If you do not complete and return a Form VA-4 to Public Partnerships LLC (PPL), then PPL is required to withhold Virginia income tax at the highest rate (single with zero allowances), and you may receive less take-home pay.

How do I complete the VA-4 worksheet?

Follow the Form VA-4 Instructions found in your Attendant Enrollment Forms Packet and return the completed form to PPL at the address shown on the cover of the packet or fax the form to PPL at 1-866-709-3319.

What if I need help filling out the form?

If you need help, contact the Virginia Department of Taxation or a tax professional. PPL legally cannot offer tax advice.

What if I need to change my withholdings?

Complete and send an updated Virginia Form VA-4 to PPL.

FORM VA-4		COMMONWEALTH OF VIRGINIA DEPARTMENT OF TAXATION	
PERSONAL EXEMPTION WORKSHEET (See back for instructions)			
1.	If you wish to claim yourself, write "1"	_____	_____
2.	If you are married and your spouse is not claimed on his or her own certificate, write "1"	_____	_____
3.	Write the number of dependents you will be allowed to claim on your income tax return (do not include your spouse)	_____	_____
4.	Subtotal Personal Exemptions (add lines 1 through 3)	_____	_____
5.	Exemptions for age		
(a)	If you will be 65 or older on January 1, write "1"	_____	_____
(b)	If you claimed an exemption on line 2 and your spouse will be 65 or older on January 1, write "1"	_____	_____
6.	Exemptions for blindness		
(a)	If you are legally blind, write "1"	_____	_____
(b)	If you claimed an exemption on line 2 and your spouse is legally blind, write "1"	_____	_____
7.	Subtotal exemptions for age and blindness (add lines 5 through 6)	_____	_____
8.	Total of Exemptions - add line 4 and line 7	_____	_____

Detach here and give the certificate to your employer. Keep the top portion for your records			
FORM VA-4 EMPLOYEE'S VIRGINIA INCOME TAX WITHHOLDING EXEMPTION CERTIFICATE			
Your social security number		Name	
Street Address			
City		State	ZIP Code
COMPLETE THE APPLICABLE LINES BELOW			
1.	If subject to withholding, enter the number of exemptions claimed on:		
(a)	Subtotal of Personal Exemptions - line 4 of the Personal Exemption Worksheet	_____	_____
(b)	Subtotal of Exemptions for Age and Blindness - line 7 of the Personal Exemption Worksheet	_____	_____
(c)	Total Exemptions - line 8 of the Personal Exemption Worksheet	_____	_____
2.	Enter the amount of additional withholding requested (see instructions)	_____	_____
3.	I certify that I am not subject to Virginia withholding. I meet the conditions set forth in the instructions (check here)		E
Signature		Date	
EMPLOYER: Keep exemption certificates with your records. If you believe the employee has claimed too many exemptions, notify the Department of Taxation, P.O. Box 1115, Richmond, Virginia 23218-1115, telephone (804) 367-8037.			
		VA DEPT OF TAXATION 2001/064 REV 1/04	