



COMMONWEALTH of VIRGINIA  
Virginia Employment Commission

## Employer Quarterly Tax and Payroll Report Electronic Filing Waiver Request

Complete this form to request a temporary waiver if you are unable to submit your Quarterly Unemployment Tax Reports electronically or need more time to do so. Provide all information requested below.

### Business Information

Request Date: \_\_\_\_\_ Business Name: \_\_\_\_\_

Doing Business As (DBA): \_\_\_\_\_

First and Last Name of  
Owner or Responsible Party: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

VEC Account Number (10 digits): \_\_\_\_\_

FEIN (9 digits): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Reason for Waiver

Check the reason a waiver is being requested and provide all information requested.

- No Computer
- No Internet Access Available in Area
- Other – State the specific reason. \_\_\_\_\_

Fax to: (804) 786-8138

OR Mail to: Virginia Employment Commission  
Waiver Requests  
P.O. Box 26441  
Richmond, VA 23261-6441

All waivers are temporary and must be renewed annually prior to the First Quarter Due Date (4/30)