

Sales Tax Electronic Filing Waiver Request

Complete this form to request a waiver if you are unable file and/or pay your Sales Tax electronically, or need time to do so. Provide all information.

NOTE – Currently, electronic requirements do not apply to Use Tax and Consumer Use Tax. A waiver request is not needed for Use Tax and Consumer Use Tax.

Waivers may be granted for up to one year. If you need additional time once the waiver period ends, you must submit a new waiver request.

Business Information

If you are a Tax Preparer submitting requests for multiple businesses, provide your contact information below and attach a list of all businesses with the Name and FEIN of each business included.

- Business Name: _____
- FEIN: _____
- Mailing Address: _____

- Contact Name: _____
- Phone Number: _____
- Waiver Requested Until (Enter Date): _____

Reason for Waiver Request

Fax to: (804) 367-3015 OR

Mail to: Virginia Department of Taxation
 Waiver Requests
 PO Box 27423
 Richmond, VA 23261