

GEORGE ELLIS REDFORD, IV

CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL CORPORATION

2573 HOMEVIEW DRIVE
RICHMOND, VIRGINIA 23294

Telephone: (804) 273-9742

FAX: (804) 346-4833

2019

To Employer:

Enclosed are the following forms to be completed for your new employee(s). **Keep these as originals and copy them as needed.**

- 1) **Form I-9, "Employment Eligibility Verification."** **NO LATER THAN THE FIRST DAY OF EMPLOYMENT:** Have the employee complete Section 1. You must review the appropriate documents to verify the employee's identity and eligibility to work in this country and complete Section 2. Then you must retain the completed form for three years after the employee begins work or one year after the employee leaves your employ, whichever is *later*.

NOTE TO HOUSEHOLD EMPLOYERS: You are not required to withhold Federal or State income taxes for your employees. If you have decided not to withhold these taxes, skip to number 4 below.

- 2) **Form W-4, "Employee's Federal Withholding Allowance Certificate."** Have the employee complete, sign and date the form and return only the certificate portion to you. You should forward a copy to your payroll department or company (Paychex, ADP, etc.) and retain the original form in your personnel or payroll files. This information is used in determining how much Federal income tax should be withheld from the employee's paychecks.
- 3) **Form VA-4, "Employee's Virginia Withholding Exemption Certificate."** Have the employee complete, sign and date the form and return only the certificate portion to you. You should forward a copy to your payroll department or company and retain the original form in your personnel or payroll files. This information is used in determining how much Virginia income tax should be withheld from the employee's paychecks.
- 4) **"Virginia New Hire Reporting Form."** You are required by law to notify the Virginia New Hire Reporting Center of all new employees **WITHIN 20 DAYS OF HIRE**. You may accomplish this online, or by mail or fax using the enclosed form.

If we are to prepare your quarterly payroll tax returns, you should also provide this office with your new employee's full legal name, SSN and complete mailing address **at your earliest convenience** to avoid delay. Please call me if you have questions.

Sincerely,

Rhonda H. Piwowarski

Enclosures