

GEORGE ELLIS REDFORD, IV

CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL CORPORATION

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2024

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*.
- 2) **"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.

NOTE TO HOUSEHOLD EMPLOYERS: You are not required to withhold Federal or State income taxes for your employees, which simplifies your filing requirements. Additionally, it is much simpler if you agree to pay both yours and your employee's portions of FICA taxes. If you elect NOT to withhold Federal and State income taxes, you may skip 3) and 4) below.

- 3) **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.
- 4) **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.

If we are to prepare your payroll tax returns, you should also provide copies of these documents to our office **at your earliest convenience** to avoid delay. We need full legal name, SSN and mailing address for all employees. Please call me if you have questions.

Sincerely,

Rhonda H. Piwowarski

Enclosures