



Commonwealth of Virginia

Department of Taxation

REFUND VERIFICATION NEEDED

RAMU THUNGA
10436 SW 118TH AVE
MIAMI, FL 33186-8503

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March 3, 2021



Social Security Number: ***-**-4358

Correspondence ID: 63476729

Dear Taxpayer:

Why you received this letter...

We received a 2020 Virginia income tax return with your name and/or Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) on it. We need your help to make sure the information on that return is correct and we can continue to process it.

If you already received your refund, please disregard this letter. We processed your return using employer or third party information after this letter was mailed.

If you have not received your refund, you may respond online, by mail, or by fax. The fastest method is online. Whatever method you select, you should respond by June 1, 2021.

To respond online: Go to **tax.virginia.gov/respond**.

To log in, you'll need:

- Your **Social Security Number (SSN)** or **Individual Taxpayer Identification Number (ITIN)**.
- Your **Correspondence ID: 63476729**.
- The tax year of this return (**2020**).

If you or your preparer **have not yet filed** your 2020 Virginia return, you can let us know by checking a box on the web page.

See the **back of this letter** for a list of information you will be asked to provide after you log in. There are also instructions to respond by fax or mail if you prefer not to respond online.

If you have any questions or need assistance, go to tax.virginia.gov or call us at (804) 404-4185.

To verify your refund online (fastest):

When you respond online, you'll be asked to upload the documents and information below. It will be helpful to gather your documents before you log in. If you filed jointly, be sure to include all documents and information for both you and your spouse.

STEP 1: Send clear copies or images of *all* of the W-2 forms, 1099 forms, and/or VK-1 forms that you and/or your spouse received showing Virginia income tax withheld for 2020 along with a copy of this letter. If you did not receive all of these document types, send what you received. **AND...**

STEP 2: Send only 1 of the 4 following choices (Check the box for what you are sending):

- Information from your previous (2019) Virginia income tax return.
 - Amount from Line 1 (Federal Adjusted Gross Income): _____
 - Primary Social Security number on return: _____
 - Spouse Social Security Number (if applicable): _____
- Clear copy or image of a valid state or federal issued photo ID, preferably a driver's license or ID card issued by your state's Department of Motor Vehicles.
- Clear copy or image of your last pay stub received in 2020 with year-end information that matches your W-2 (if applicable). If you are a federal employee, you may send your December Leave and Earnings Statement (LES), if available.
- Clear copy or image of any 2020 bank statement(s) to show at least 1 deposit from each of the payers for which you claimed withholding on your return, including employers, retirement funds, etc. Please mark out all other transactions.

To respond by fax or mail instead:

If you or your preparer have **not yet filed** your 2020 Virginia return, mark "X" here: _____.

Otherwise, complete both steps above and send a copy of this letter and your documents to the fax number or address below.

Please provide your daytime phone number in case we have questions: _____

Where to send your information:

Online: Go to tax.virginia.gov/respond and follow the prompts.

Fax: (804) 344-8565

Mail: Virginia Department of Taxation, RAP Unit 1, P.O. Box 27003, Richmond, VA 23261-7003

Do not send original documents. They will not be returned. Please allow 7 business days for us to receive your documents by fax or mail—it may take up to 10 weeks after we receive them to issue your refund.

If you have any questions or need assistance, please call us at (804) 404-4185.