

VIRGINIA BANK FRANCHISE TAX

2013

FORM 64, SCHEDULES AND INSTRUCTIONS



**Commonwealth of Virginia
Department of Taxation
Richmond, Virginia
804-786-2840**

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References are to the *Code of Virginia*, unless otherwise noted. The laws of Virginia relating to Bank Franchise Tax are covered in *Va. Code* §§ 58.1-1200 through 58.1-1217.

GENERAL INSTRUCTIONS

Who Must File Form 64

1. Every incorporated bank, banking association, savings bank that is a member of the federal reserve system or trust company organized by or under the authority of the laws of the Commonwealth; and
2. Every bank or banking association organized by or under the authority of the laws of the United States or any other state, which is doing business or has an office in the Commonwealth, or whose charter designates any place within the Commonwealth as the place of business of its principal office, whether or not such bank or banking association is authorized to transact business as a trust company; and
3. Every joint stock land bank or other bank organized under the authority of the laws of the United States upon which the Commonwealth is authorized to impose a tax.

Every bank (as defined above) as of January 1, 2013, must file a return.

Merging Banks

If any banks merge into the filing bank for the tax year, a schedule should be included showing the U.S. obligations for the individual bank reports of condition filed by the filing bank prior to the merger.

Branch Banks

Each bank must maintain a record of the deposits as of the beginning of the tax year by locality for each of its branches situated in a locality different from its principal office.

Interstate Branch Banks

Legislation enacted by the 1995 General Assembly allows Virginia to “opt-in” to interstate branch banking as authorized by federal legislation. It also amends the definition of “bank” for bank franchise purposes to recognize that an out-of-state bank with a branch in Virginia will be subject to the same tax as Virginia banks.

In the event that a multi-state bank becomes subject to the

Virginia Bank Franchise Tax, the Department permits those accepting deposits at branch offices in another state, including the District of Columbia, to apportion net capital based on a deposit oriented methodology similar to that currently specified by the General Assembly for apportionment among Virginia localities. However, for purposes of interstate apportionment, the existing statutory method must be modified to reflect “core” deposits, that is, excluding time certificates of deposit of \$100,000 or more.

Those that do not accept deposits must request permission to use an alternative method of apportionment from the Tax Commissioner. In order to request an alternative method, the bank must:

- file a return using the alternative method of apportioning capital;
- provide a statement of why the statutory method is inapplicable or inequitable as applied to the taxpayer; and
- submit an explanation of the proposed method of apportionment in sufficient detail for the Department to make a meaningful review.

In Public Document 11-182 (11/3/11), dated November 3, 2011, the Department developed an alternative apportionment method for apportioning a bank’s capital subject to Bank Franchise Tax based on *Va. Code* § 58.1-409. This single property factor is a fraction, the numerator of which is the value of real and tangible property owned by the bank on December 31 plus annualized rents for 12 months immediately preceding December 31 used in Virginia, and the denominator of which is the value of real and tangible property owned by the bank on December 31 plus annualized rents for 12 months immediately preceding December 31 used everywhere.

The single property factor is only applicable when the bank, which meets the definition of a bank under *Va. Code* § 58.1-1201, has one or more branches, offices or facilities in Virginia but no deposits attributed to any branch, office or facility in Virginia. This alternative method will not cause an out-of-state bank that merely owns property in Virginia (such as foreclosed homes), but does not transact a banking business at any of its Virginia properties, to be subject to the Bank Franchise Tax instead of the

corporate income tax. See Title 23 of the Virginia Administrative Code (VAC) 10-120-20 B 2.

Banks in Liquidation

When the affairs of any bank are being finalized under *Va. Code* §§ 6.1-100 and 6.1-102 or under comparable provisions of the National Banking Act, a return of the assets on hand as of January 1 of each year shall be made by those having custody or control of the assets. No tax will be assessed during the period of liquidation. If any surplus remains after payment of all creditors and depositors, the liquidating officers shall ascertain the net capital of the bank just prior to each January 1 during the period of liquidation and pay the appropriate tax before any distribution of surplus. No penalty for late payment will be assessed on such payments.

When to File

On or before March 1 of each tax year. There are no provisions for an extension of time.

Where to File

Form 64 and all accompanying schedules (Schedules C - H) must be filed in **DUPLICATE** with the Commissioner of the Revenue for the city or county in which the principal office of the bank or trust company is located. Mailing addresses for the Commissioners of the Revenue are listed on the last page of this booklet. Banks formerly headquartered in Virginia should continue to file with the locality in which its principal office was located. Banks moving into Virginia should file with the locality where the first branch is established. Banks that move into Virginia via the purchase of a Virginia bank should file in a locality of the former Virginia bank's principal office. In addition, the bank must file copies of Schedules C and H with the assessing officer of each locality imposing tax on the filing bank. **No payment should be submitted with Form 64.**

For additional information, call or write to:

**Department of Taxation
PO 715
Richmond, VA 23218-0715
804-786-2840.**

You can obtain most tax forms at www.tax.virginia.gov.
Tenemos servicios disponible en Español.

Assessment of Tax

The Department of Taxation will issue a Notice of Assessment to each bank on or about May 1 of the taxable year.

Payment of Tax

Payment must be made on or before June 1 of the taxable year. Local tax should be paid directly to the Treasurer or designated official of each city, county or incorporated town imposing the tax. Banks are not required to file local tax payment receipts with the Department of Taxation.

Penalty

Any bank which fails to file a return and pay the state tax shall be subject to a penalty of 5% of the tax due.

Interest

Interest at the rate established by *Va. Code* § 58.1-15 will be added to the tax if not paid by the due date. The interest rate is the federal "underpayment rate" plus two percent.

Official Report of Condition and Income

You must attach to **Form 64**, when filed, a complete copy of the official Report of Condition and Income (Call Report) required by the Comptroller of the Treasury, U.S. Department of the Treasury or the Bureau of Financial Institutions, State Corporation Commission, for December 31 immediately preceding the current

tax year. No other reports, newspaper copies or other financial statements are acceptable.

FORM 64 INSTRUCTIONS

Line 1 - Equity Capital: For the purposes of reporting "Equity Capital", adjust the "Total Equity Capital" as reported on the Call Report by the amounts reported as unrealized gains or losses on available-for-sale securities.

Line 5 - U.S. Obligations Excluded: The deduction for obligations of the United States shall include all obligations of the United States exempt from state taxation under 31 U.S.C. § 3124, or any other federal statute, or the U.S. Constitution.

U.S. obligations classified as "held to maturity" should be valued at amortized cost and U.S. obligations classified as "available for sale" should be valued at market value.

A partial list of organizations and their taxable status for purposes of the Virginia exclusion is given below. For information on organizations not listed, contact the **Virginia Department of Taxation at 804-786-2840.**

| Issuing Organization | Tax Status |
|---|------------|
| Armed Services Mortgage Insurance | Exempt |
| Asian Development Bank | Taxable |
| Banks for Cooperatives | Exempt |
| Commodity Credit Corporation | Exempt |
| Export-Import Bank of the United States | Exempt |
| Farmers Home Administration | Taxable |
| Federal Deposit Insurance Corporation (FDIC) | Exempt |
| Federal Farm Credit Bank (FFCB) | Exempt |
| Federal Financing Bank | Exempt |
| Federal Home Loan Bank (FHLB) | Exempt |
| Federal Home Loan Bank Stock | Exempt |
| Federal Home Loan Mortgage Corp.(FHLMC) | Taxable |
| Federal Housing Administration (FHA) | Taxable |
| Federal Intermediate Credit Bank | Exempt |
| Federal Land Bank | Exempt |
| Federal National Mortgage Association (FNMA) | Taxable |
| Federal Reserve Stock | Exempt |
| Federal Savings and Loan | Exempt |
| Financial Assistance Corporation | Exempt |
| Financing Corporation (FICO) | Exempt |
| General Services Administration (GSA) | Taxable |
| Government National Mortgage Assn. (GNMA) | Taxable |
| Guam, Government of | Exempt |
| Federal Savings & Loan Insurance Corp. (FSLIC) | Exempt |
| Inter-American Development Bank | Taxable |
| International Bank for Reconstruction & Development | Taxable |
| Maritime Administration | Taxable |
| Mutual Mortgage Insurance Fund | Exempt |
| National Defense Housing Insurance | Exempt |
| Private Export Funding Corporation (PEFCO) | Taxable |
| Production Credit Association | Exempt |
| Puerto Rico, Government of | Exempt |
| Rental Housing Insurance | Exempt |
| Resolution Trust Commission (RTC) | Exempt |
| Samoa, American | Exempt |

| Issuing Organization | Tax Status |
|--|------------|
| Small Business Administration (SBA) | Taxable |
| State & Local Issued Obligations | Taxable |
| Student Loan Market Association (SLMA) | Exempt |
| Tennessee Valley Authority (TVA) | Exempt |
| United States Savings Bonds | Exempt |
| United States Postal Service | Exempt |
| United States Treasury Bills, Notes, and Bonds | Exempt |
| United States Gov't Guaranteed Notes-HUD | Taxable |
| Virgin Islands, Government of | Exempt |
| War Housing Insurance | Exempt |

Line 7 - Goodwill Deduction: Banks are allowed to take a Bank Franchise Tax deduction of up to 90% of goodwill created in connection with the acquisition or merger of a bank on or after July 1, 2001, for purposes of determining a bank's capital subject to the Virginia Bank Franchise Tax. The deduction is available for bank franchise taxes payable on or after January 1, 2002. The Goodwill Deduction may be claimed on Line 7 of **Form 64**. A separate schedule (not provided) indicating the amount of goodwill and showing the deduction computation must be attached.

Line 8 - Interest Related To Intangible Assets of Affiliates: When the bank receives interest from an affiliated corporation in connection with the acquisition, ownership, use, or disposition of patents, trademarks, copyrights and similar property by the affiliate, the deduction of interest may be disallowed on the affiliate's Virginia corporation income tax return. The bank would be allowed a deduction from its gross capital for any portion of the interest that the affiliate must add back under *Va. Code* § 58.1-402 B(9) provided that: (i) the interest added back by the affiliate was paid to the bank by the affiliate, (ii) at the time of the payment to the bank the affiliate was a "related member" as that term is defined in *Va. Code* § 58.1-302, and (iii) the interest has not otherwise been deducted or excluded from the bank's gross capital. Report such interest on Line 8 of **Form 64** and attach a statement providing the name, federal employer identification number, and Virginia account number of the affiliate together with a detailed explanation of the transaction generating the interest, the taxable year or years for which the addback was made by the affiliate, and the date on which the affiliate's liability for the addback was finally determined.

Line 16 - Tax Rate Schedule: Rates are provided for new banks that have not been in business for a full year before the January 1 date for valuing the taxable capital. The prorated tax rates are as follows:

- Transacting business on or before March 31, 2012, \$1 tax per \$100 of net taxable capital.
- Transacting business as of June 30, 2012, but not before April 1, 2012, \$.75 tax per \$100 of net taxable capital.
- Transacting business as of September 30, 2012, but not before July 1, 2012, \$.50 tax per \$100 of net taxable capital.
- Transacting business as of December 31, 2012, but not before October 1, 2012, \$.25 tax per \$100 of net taxable capital.

For the purpose of the Tax Rate Schedule "transacting business" means accepting deposits from customers in the regular course of doing business. A bank shall be eligible

for the prorated tax rate with respect to the first return it is required to file after accepting deposits. A bank shall not be eligible for the prorated tax rate if it was organized or created as a part of a reorganization within the meaning of Section 368(a) of the Internal Revenue Code.

Line 19-25 - Tax Credits: The following rules apply when claiming credits on **Form 64**, Lines 19 through 25.

- A credit may only be claimed against the state franchise tax due on Line 18 of the return.
- Tax credits should be claimed in the order in which they provide the maximum benefit, regardless of the order shown on the form.
- Claim only as much credit as can be used to offset tax liability and keep accurate records of the carryover available for each credit.

Line 19 - Neighborhood Assistance Act Credit: The Virginia Neighborhood Assistance Act provides tax credits to businesses that donate money, property, professional services and contract services directly to pre-approved Neighborhood Assistance Program organizations whose primary function is to benefit low-income families, including, but not limited, to scholarships for K through 12 students attending nonpublic schools. Licensed veterinarians, physicians, dentists, nurses, nurse practitioners, physician assistants, optometrists, dental hygienists, pharmacists, professional counselors, clinical social workers, clinical psychologists, marriage and family therapists, physical therapists, chiropractors, and pharmacists who donate their services for an approved clinic, and mediators certified by the Judicial Council of Virginia may also be eligible for credits. A trust may receive a tax credit for a donation made to an approved organization. Individuals may receive a credit for a donation of cash or marketable securities to an approved organization. Excess donor credit, if applicable, may be carried forward for the next five taxable years. To claim the tax credit, a certificate from the Department of Social Services or the Department of Education must be attached to your return.

For a list of approved organizations or additional information, contact:

**Virginia Department of Social Services
Neighborhood Assistance Program
801 E. Main Street
Richmond VA 23219-3301
or the**

**Virginia Department of Education
Division of Finance and Operations
PO Box 2120
Richmond, Virginia 23218-2120.**

To claim the Neighborhood Assistance Act credit, enter the total credit amount on **Form 64**, line 19 and attach a copy of the applicable certificate from the Department of Social Services or the Department of Education to your return.

Line 20 - Enterprise Zone Act Credit: Qualified banks located within an Enterprise Zone that have initiated use of the enterprise zone General Income Tax Credit or have a signed agreement with the Commonwealth regarding the use of such credits in place by July 1, 2005, may be eligible based on job creation to take a credit against the tax due on zone taxable income in an amount of 80% of the tax due for the first year and 60% of the tax due for the second through the tenth years. Excess general tax

credit, if any, may not be carried forward. Such credits are authorized through fiscal year 2019.

In addition qualified banks located within an Enterprise Zone that have initiated use of the Zone Investment Tax Credit or have a signed agreement with the Commonwealth regarding the use of such credits that is in place by July 1, 2005, may be eligible for a credit against zone taxable income. The investment credit can be carried forward until the full amount is used. Such credits are authorized through fiscal year 2019. If the annual tax credit requested exceeds the annual appropriation, the Virginia Department of Housing and Community Development (DHCD) will issue a proportionate amount to each qualified business firm requesting the credits.

Portions of the jurisdictions below are designated Enterprise Zones for Taxable Year 2012.

| | | |
|----------------|----------------|--------------------|
| Accomack | Henrico | Prince George |
| Alexandria | Henry | Pulaski County |
| Alleghany | Hillsville | Pulaski Town |
| Bedford | James City | Richmond City |
| Brunswick | Kenbridge | Richmond County |
| Carroll County | Kilmarnock | Roanoke City |
| Charlotte | LaCrosse | Rocky Mount |
| Chesterfield | Lancaster | Saltville |
| Chilhowie | Lawrenceville | Scott County |
| Clarksville | Lunenburg | Smyth |
| Clifton Forge | Lynchburg | Southampton County |
| Clintwood | Martinsville | South Boston |
| Covington | Mecklenburg | South Hill |
| Danville | Newport News | Staunton |
| Dickenson | Norfolk | Stuart |
| Dinwiddie | Northampton | Suffolk |
| Franklin City | Northumberland | Tazewell |
| Galax | Orange | Victoria |
| Glade Spring | Patrick | Warren |
| Greensville | Petersburg | Warsaw |
| Halifax | Pittsylvania | Washington |
| Hampton | Portsmouth | Waynesboro |
| Haysi | Prince Edward | Westmoreland |
| | | Wise |

To claim this credit, complete Enterprise Zone Credit, **Form 301**, and transfer the computed amount to **Form 64**, Line 20. Banks qualified by the state prior to July 1, 1995, are required to include a copy of each of the Certification of State Unemployment Tax Credit from the Virginia Employment Commission and the Certificate of Qualification from the Virginia Department of Housing and Community Development. Banks qualifying after July 1, 1995, must attach the Certificate of Qualification to their return. For forms to qualify for this credit and additional information, contact:

Virginia Dept. of Housing and Community Development
Main Street Centre
600 East Main Street, Suite 300
Richmond, VA 23219-1321
804-371-7121
www.dhcd.virginia.gov

Line 21 - Major Business Facility Job Credit: Individuals, estates, trusts, corporations, banks, insurance companies and telecommunications companies may claim a Virginia tax credit if the taxpayer creates at least 50 new full-time jobs in connection with the establishment or expansion of a major business facility, or if the company is engaged in a qualifying

industry in Virginia and creates at least 50 new full-time jobs in Virginia. If a taxpayer is located in an enterprise zone or in an economically distressed area (as defined by the Virginia Department of Economic Development), the threshold is reduced from 50 to 25. Credits will be recaptured proportionately if employment decreases during the five years following the initial credit year.

This nonrefundable credit is equal to \$1,000 per qualifying new job in excess of the 50/25 job threshold and is spread over two years beginning January 1, 2009 through December 31, 2012, and three years for all other taxable years. The credit only applies to facilities where an announcement to expand or establish such a facility was made on or after January 1, 1994. The credit must be claimed ratably beginning with the taxable year following the year in which the facility is established or expanded, or the new qualifying jobs are added. Unused credits may be carried forward for the next ten taxable years.

To apply for this credit, complete **Form 304**. All applications must be submitted to the Department of Taxation, Tax Credit Unit, PO Box 715, Richmond, VA 23218-0715, 90 days prior to the due date of your return. A letter will be sent to certify the credit. This letter must be attached to the return.

All pass-through entities must complete **Form PTE** at least 60 days before the participants file their income tax return. If the participant's return is due before **Form PTE** is filed, they must file an amended return to claim the credit or file for an extension.

Effective for taxable years beginning on and after January 1, 2012, taxpayers may qualify for the Major Business Facility Job Tax Credit even if they have also received an enterprise zone grant. However, any qualified business firm receiving a Major Business Facility Job Tax Credit is not eligible to receive both an Enterprise Zone Job Creation Grant and a Major Business Facility Job Tax Credit for the same jobs.

To claim this credit, transfer the certified credit amount to **Form 64**, Line 21. Attach the letter of certification from the Virginia Department of Taxation authorizing the credit.

Line 22 - Historic Rehabilitation Credit: A bank or trust company incurring eligible expenses in the rehabilitation of a certified historic structure is entitled to claim a credit against the tax imposed by *Va. Code* § 58.1-1202. The credit is equal to 25% of eligible rehabilitation expenses for projects. To qualify, the cost of the rehabilitation must equal at least 50% (25% if the building is an owner occupied residence) of the assessed value of the building for local real estate tax purposes in the year preceding the start of the rehabilitation. Unused credit may be carried forward for ten years. The rehabilitation work must be certified by the Virginia Department of Historic Resources as consistent with the Secretary of the Interior's Standards for Rehabilitation. Certification of buildings and rehabilitations are issued by the Department of Historic Resources and must be attached to the tax return when claiming the credit. Applications for certification may be obtained by contacting:

Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23221
804-367-2323
or at www.dhr.virginia.gov

To claim this credit, enter the amount on **Form 64**, Line 22.

Line 23 - Barge and Rail Usage Tax Credit: For taxable years beginning on and after January 1, 2011 but before January 1, 2015, a business may receive an income tax credit for the usage of barge and rail to move cargo containers throughout the Commonwealth rather than using trucks or other motor vehicles on the Commonwealth's highways.

The amount of the credit is \$25 per 20-foot equivalent unit (TEU) or 16 tons of noncontainerized cargo moved by barge or rail. To receive this credit, an international trade facility is required to apply to the Department of Taxation. No more than \$1.5 million in tax credits can be issued in any fiscal year. The Department of Taxation will determine the allowable credit amount for the taxable year and provide a written certification of the credit amount to each taxpayer. Taxpayers can claim this credit against the Individual Income Tax, the Corporate Income Tax, the Tax on Estates and Trusts, the Bank Franchise Tax, the Insurance Premiums License Tax, and the Tax on Public Service Corporations. Any unused tax credits may be carried over for five taxable years.

The business must apply by April 1st using **Form BRU**. Submitting a late application will disqualify you from the credit. All applications must be sent to:

**Virginia Department of Taxation
Tax Credit Unit
P.O. Box 715
Richmond, VA 23218-0715.**

This credit requires certification from the Tax Credit Unit to be claimed on your tax return. A letter will be sent to certify the credit. This letter must be attached to your return.

For assistance contact the **Tax Credit Unit at 804-786-2992**.

Line 24 - Worker Retraining Credit: The Worker Retraining Tax Credit allows an employer to claim a tax credit for the costs of providing retraining to qualified employees. Eligible worker retraining includes approved noncredit courses provided by any of the Commonwealth's community colleges or a private school or worker retraining programs (credit and noncredit courses) undertaken through an apprenticeship agreement approved by the Virginia Apprenticeship Council. The credit is 30% of all training costs through a community college, or up to \$100 annual credit per student of the cost incurred at a private school. Employers must apply for certification of the amount of allowable credit using Form WRC, Worker Retraining Tax Credit, by April 1 of the year following the year the training expenses were paid or incurred before claiming the credit on their income tax return. All businesses filing a timely Form WRC will be notified of their allowable credit by June 30, 2013. The maximum worker retraining credits granted to all employers is limited to \$2,500,000 annually. If total credits approved exceed this amount, each will be prorated. The credit is allowable against Individual Income Tax, Estate and Trust Tax, Corporation Income Tax and the Bank Franchise Tax. The credit is also allowable against taxes imposed upon insurance companies and utility companies (under *Va. Code* §§ 58.1-2500 et seq. and 58.1-2620 et seq.). This credit is nonrefundable, but excess credit may be carried forward for the next three taxable years.

For information on pre-approved apprenticeship

programs, contact the **Virginia Department of Labor and Industry at 804-225-4362**. For information on noncredit course approval, contact:

**Virginia Department of Business Assistance
P.O. Box 446
Richmond, VA 23218-0446
804-371-8200**

To claim this credit, enter the certified credit amount on **Form 64**, Line 24, and attach a copy of the letter of certification from the Virginia Department of Taxation.

Line 25 - Low-Income Housing Credit: If you are a Virginia taxpayer and claimed a Low-Income Housing Tax Credit on your federal income tax return for housing units placed in service in Virginia on or after January 1, 1998, you may qualify to claim the state Low-Income Housing Tax Credit. The state credit is a percentage of the federal credit. The Board of Housing and Community Development stopped approving low-income housing credits beginning June 30, 2010. However, any unused credits may be carried forward for the next five taxable years. Accordingly, taxpayers may be able to claim credit carryforwards from prior taxable years. For additional information, contact:

**Virginia Department of Housing and
Community Development
(804) 371-7117.**

To claim this credit, enter the amount on **Form 64**, Line 25, and attach a copy of the certificate of qualification issued by the Virginia Department of Housing and Community Development and IRS Form 8609.

INSTRUCTIONS FOR SCHEDULE C (FORM 64)

The assessed value of the real estate listed on this schedule should be reported from the most recent assessment made prior to January 1, 2013. Real estate acquired or improvements constructed after January 1, 2013, should not be listed.

The following items may qualify for deduction:

1. Real estate owned by the bank.
2. Real estate used or occupied by the bank and held in the name of a majority owned subsidiary of the bank.
3. Real estate used or occupied by the bank and held in the name of a bank holding company that owns a majority of the capital stock of the bank, or in the name of any wholly owned subsidiary of such bank holding company.
4. The assessed value attributable to leasehold improvements owned by the bank (or used or occupied by the bank if owned by a qualified affiliate) up to the amount of the unencumbered equity, even though assessed in the name of the owner of the underlying land.
5. Real estate used or occupied by a majority owned subsidiary of the bank, if otherwise taxed to the subsidiary, up to that portion of the assessed value which represents the bank's percentage of ownership of the subsidiary's common stock (attach computation).
6. Real estate reacquired by a subsidiary upon foreclosure of mortgage loans, up to that portion of the assessed value which represents the bank's percentage of ownership of the subsidiary's common stock (attach computation).

Real estate meeting any of the qualifications shown above must be owned, used or occupied by the bank as of January 1, 2013. Any property sold prior to or acquired after that date does not qualify for deduction. In addition, all real estate listed on this schedule must be subject to taxation under *Va. Code* § 58.1-3200 et seq.

Bank Franchise Tax

| | | | | |
|---|-------------------------------|-------|-------------------|--|
| Each Bank and Trust Company must file this return in duplicate on or before March 1, 2013, with the Commissioner of the Revenue for the county or city in which the principal office of the Bank or Trust Company is located. | Name of Bank or Trust Company | | Federal ID Number | |
| | Street Address or PO Box | | Date Chartered | |
| | City, Town or Post Office | State | ZIP Code | |

Each Bank and Trust Company must provide the information specified below:

Principal Office is located in _____, Virginia (Check Only One) ☐ City ☐ County ☐ Town

IMPORTANT: Attach a copy of your Report of Condition and Income (Call Report) for December 31, 2012.

BANK CAPITAL ASSESSABLE AS OF JANUARY 1, 2013
CAPITAL ACCOUNTS

| | | |
|---|---|--|
| 1. Equity Capital (total equity capital as shown on official report of condition and income adjusted by amounts reported as unrealized gains or losses on available-for-sale securities). See instructions. | 1 | |
|---|---|--|

ADDITIONS

| | | |
|--|----|--|
| 2. Unallowable Portions of Valuation Reserves: | | |
| a. Valuation Reserve for Losses on Loans (From Schedule G, Line 4) | 2a | |
| b. Other (Attach schedule) | 2b | |
| 3. Total Additions (Sum of Lines 2a and 2b) | 3 | |
| 4. Total (Sum of Lines 1 and 3) | 4 | |

DEDUCTIONS

| | | |
|--|---|--|
| 5. Pro-rata Share of United States Obligations (From Schedule E, Line 5) | 5 | |
| 6. Retained Earnings and Surplus of Subsidiaries Included in Gross Capital (From Schedule F) | 6 | |
| 7. Deduction for Goodwill (Attach schedule) | 7 | |
| 8. Other (Attach schedule) | 8 | |
| 9. Total Deductions Before Apportionment (Sum of Lines 5 through 8) | 9 | |

COMPUTATION OF CAPITAL AND APPORTIONMENT

| | | |
|---|----|----------|
| 10. Capital Before Virginia Modifications (Line 4 less Line 9) | 10 | |
| 11. Apportionment Percentage (Virginia core deposits divided by total core deposits. Attach computation.) Enter as a percentage. NOTE: Apportionment percentage applies only to multistate banks, all other banks enter 100%. Banks with no deposits in Virginia-see Page 1 of instructions under Interstate Branch Banks. | 11 | % |
| 12. Capital Attributable to Virginia (Multiply Line 10 by the percentage on Line 11) | 12 | |
| 13. Virginia Real Estate Taxed by Virginia Locality (From Schedule C, Total) | 13 | |
| 14. Tangible Personal Property Otherwise Taxed by Virginia Locality (From Schedule D, Total) | 14 | |

COMPUTATION OF NET CAPITAL AND TAX

| | | |
|---|----|--|
| 15. Net Taxable Capital (Line 12 less the total of Line 13 and Line 14) | 15 | |
| 16. Total Franchise Tax (See Tax Rate Schedule) | 16 | |
| 17. Credit for Bank Franchise Tax Due to Localities (From Schedule H, Line 2) | 17 | |
| 18. Tentative State Bank Franchise Tax Due (Line 16 less Line 17) | 18 | |
| 19. Less: Neighborhood Assistance Act Credit (Do not exceed the amount on Line 18) | 19 | |
| 20. Less: Enterprise Zone Credit (From Form 301. Do not exceed the amount of Line 18 less Line 19) | 20 | |
| 21. Less: Major Business Facility Job Credit (From letter. Do not exceed the amount of Line 18 less the total of Line 19 and Line 20) | 21 | |
| 22. Less: Historic Rehabilitation Credit (Do not exceed the amount of Line 18 less the total of Lines 19-21) | 22 | |
| 23. Less: Barge and Rail Usage Tax Credit (Do not exceed the amount of Line 18). | 23 | |
| 24. Less: Worker Retraining Credit (Do not exceed the amount of Line 18 less the total of Lines 19-23) | 24 | |
| 25. Less: Low-Income Housing Credit (Do not exceed the amount of Line 18 less the total of Lines 19-24) | 25 | |
| 26. State Bank Franchise Tax Due (Line 18 less the total of Lines 19 through 25) | 26 | |

Declaration and Signature

I, the undersigned officer of the bank or trust company for which this return is made, declare under the penalties provided by law that this return has been examined by me and is, to the best of my knowledge and belief, a true, correct, and complete return, made in good faith, for the taxable year stated.

(Signature)

(Title of Officer)

(Phone Number)

(Date)

**Commissioner Of The Revenue's
Certificate Of Assessment**

I, the undersigned Commissioner of the Revenue for the (County/ City) of _____, Virginia, do hereby certify that I have this day assessed the bank or trust company aforesaid with state bank franchise taxes for the tax year 2013, as shown hereon.

Given under my hand this _____ day of _____, 2013.

(Commissioner of the Revenue)

Schedule C
(Form 64)

Virginia Department of Taxation
Bank Franchise Tax
Assessed Value of Real Estate in Virginia

2013

- For each parcel of real estate subject to taxation in Virginia, report the most recent assessed value made prior to January 1, 2013.
- A property may not be listed more than once.
- Instructions for this Schedule are on Page 5 of the instructions.

| | | |
|-------------------------------|-------|-------------------|
| Name of Bank or Trust Company | | Federal ID Number |
| Street Address or P O Box | | |
| City, Town or Post Office | State | ZIP Code |

| Location (Include Physical Street Address, County and District, or City / Town) | Name in Which Assessed | Assessed Value | Value Deductible |
|--|------------------------|----------------|------------------|
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| Address | | | |
| County, City, or Town (Check One: <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town) | | \$ | \$ |
| TOTAL (Enter on Form 64, Line 13.) | | | \$ |

| | | |
|-----------------------------|--------------|---------------|
| Bank Representative Contact | Phone Number | Email Address |
|-----------------------------|--------------|---------------|

I, the undersigned Commissioner of the Revenue, do hereby certify that I have verified the Real Estate Assessments listed in this schedule, that the property was assessed to the bank or its affiliate, and that the valuations shown represent the most recent assessment made prior to January 1, 2013. I further certify that the information as reported, or as corrected hereon by me, is true and correct to the best of my knowledge and belief.

(Commissioner of the Revenue)

(Date)

A copy of this schedule must be filed with the assessing officer of each locality imposing tax on the filing bank.

(Form 64)

Bank Franchise Tax

2013

Book Value of Tangible Personal Property Otherwise Taxed in Virginia

- List the book value of tangible personal property owned on January 1, 2013, by the bank or a majority owned subsidiary of the bank which is (1) held for lease *and* (2) otherwise taxed in Virginia.
- If the bank owns less than 100% of the common stock of a subsidiary which holds such tangible personal property, its deduction is limited to the portion of the book value of the subsidiary's tangible personal property represented by a bank's percentage of ownership of the subsidiary's common stock. (Attach computations if applicable.)
- **Property used by the bank for administrative purposes is *not* eligible for deduction.**

| | | | |
|-------------------------------|--|-------------------|----------|
| Name of Bank or Trust Company | | Federal ID Number | |
| Street Address or PO Box | | | |
| City, Town or Post Office | | State | ZIP Code |

[illegible]

Schedule E
(Form 64)

Virginia Department of Taxation

2013

Bank Franchise Tax
Computation of Capital Attributed to United States Obligations

- Attach a schedule listing the breakdown, by quarter, of all items included in the computation of U.S. Obligations.
- See the list of U.S. Obligations beginning on Page 2 of the Instructions.

| | | | |
|-------------------------------|--|-------------------|----------|
| Name of Bank or Trust Company | | Federal ID Number | |
| Street Address or PO Box | | | |
| City, Town or Post Office | | State | ZIP Code |

| | | | | |
|--|---|-------------------------|---------------------|--|
| 1. Percentages of U.S. Obligations to Total Assets (Determined as of the four most recent Reports of Condition and Income.) | | | | |
| | (a) Date of Report of Condition and Income | (b) U.S. Obligations | (c) Total Assets | (d) Percentage of U.S. Obligations to Total Assets [(b) ÷ (c)] |
| (A) | 3/31/12 | \$ | \$ | % |
| (B) | 6/30/12 | \$ | \$ | % |
| (C) | 9/30/12 | \$ | \$ | % |
| (D) | 12/31/12 | \$ | \$ | % |
| 2. Total [Total percentages from Column (d), Line 1 (A) through (D)] | | | 2. | % |
| 3. Average Percentage (Total from Line 2, divided by the number 4 or by the number of quarters in existence if less than 4.) | | | 3. | % |
| 4. Equity Capital (from Form 64 , Line 1) | | | 4. | \$ |
| 5. Capital Attributed to U.S. Obligations (Multiply amount of total equity capital, Line 4, by average percentage, Line 3. Enter total here and on Form 64 , Line 5.) | | | 5. | \$ |

| | |
|----------------------|-------|
| Signature of Officer | Title |
| Name Printed | Date |

Schedule F (Form 64)

Virginia Department of Taxation

2013

Bank Franchise Tax

Retained Earnings and Surplus of Subsidiaries

- List the amount of retained earnings and surplus of subsidiaries to the extent included in the gross capital of the bank.
- Deduction is limited to retained earnings or surplus actually included in the gross capital of the taxpayer at the date of acquisition as in a pooling of interest combination.

| | | | |
|-------------------------------|--|-------------------|----------|
| Name of Bank or Trust Company | | Federal ID Number | |
| Street Address or PO Box | | | |
| City, Town or Post Office | | State | ZIP Code |

| Name of Subsidiary | Retained Earnings or Surplus |
|---|------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL (Enter total here and on Form 64 , Line 6.) | \$ |

Schedule G
(Form 64)

Virginia Department of Taxation
Bank Franchise Tax
Reserve for Loan Losses

2013

- The applicable deferred tax amount (entered on Line 3) is the deferred tax asset that would result if the reserve for loan losses allowed for federal income tax purposes (the "Tax Reserve") was equal to half the Book Reserve. Stated mathematically, the applicable deferred tax amount is equal to the Book Reserve divided by two and then multiplied by the bank's effective federal and state income tax rates that were used to calculate any deferred tax amounts included in the Call Report, but not less than zero.

| | | |
|-------------------------------|-------|-------------------|
| Name of Bank or Trust Company | | Federal ID Number |
| Street Address or PO Box | | |
| City, Town or Post Office | State | ZIP Code |

| | |
|---|----|
| Bank Holding Company With Which Reporting Bank is Affiliated (If Any) | |
| 1. Enter the Amount of the Reserve for Loan Losses As Shown on the FFIEC Report of Condition (the "Call Report") as of December 31, 2012 | \$ |
| 2. Divide Line 1 by the number 2 (Enter the result.) | \$ |
| 3. Applicable Deferred Tax (Multiply the amount on Line 2 by the bank's annual effective federal and state income tax rate.) (See instructions above for additional information.) | \$ |
| 4. Line 1 Less the Total of Lines 2 and 3 (Enter this amount on Form 64 , Line 2a.) | \$ |

Schedule H
(Form 64)

Virginia Department of Taxation
Bank Franchise Tax
City, Town or County Taxes

2013

- Authorized by Va. Code §§ 58.1-1208 — 58.1-1210.
- Compute the local franchise tax as indicated on Lines 1 and 2.
- Enter the amount from Line 2, below, on **Form 64**, Line 17. If reporting for branches outside the Commonwealth of Virginia, enter only the local tax to be paid for branches in Virginia on **Form 64**, Line 17.
- Tax attributable to branches outside the state should be included on **Form 64**, Lines 18 and 26.
- List in this schedule the location of the principal office and every other city, town, or county in which a branch is located.
- Enter the appropriate figures in Columns B, C and D for each location listed.
- A copy of this schedule must be filed with the assessing officer of each locality imposing tax upon the filing bank.

| | | |
|-------------------------------|-------|-------------------|
| Name of Bank or Trust Company | | Federal ID Number |
| Street Address or PO Box | | |
| City, Town or Post Office | State | ZIP Code |

| | |
|---|--|
| 1. Total Franchise Tax (from Form 64 , Line 16) | |
| 2. Local Franchise Tax (80% of Line 1 or Line 1 X .8) (Enter here and on Form 64 , Line 17.) | |

| A List each Virginia city, town or county in which the principal office and/or one or more branch is located and check the appropriate box. | B List total deposits in the principal office and/or branches for each Virginia city, town or county as of January 1, 2013. | C Percentage of deposits through the principal office and/or branches in each Virginia city, town or county to total deposits of bank as of January 1, 2013. | D Taxes assignable and due in each Virginia city, town or county pursuant to local ordinance, if one has been adopted (percentage from Column C times amount reported on Line 2 above.) |
|---|---|--|---|
| <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | | |
| <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | | |
| <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | | |
| <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | | |
| <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | | |
| <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | | |
| <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | | |
| <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Town | | | |
| TOTALS | \$ | 100% | \$ |

Commissioners of the Revenue Mailing Addresses

* Denotes Director of Finance

** Denotes Director of Tax Administration

| County | Address | Zip Code |
|-----------------------|---|------------|
| Accomack County | P.O. Box 186, Accomac, VA | 23301-0186 |
| Albemarle County* | 401 McIntire Rd, Charlottesville, VA | 22902-4596 |
| Alleghany County | 9212 Winterberry Ave. Suite E, Covington, VA | 24426 |
| Amelia County | P.O. Box 269, Amelia, VA | 23002 |
| Amherst County | P.O. 719, Amherst, VA | 24521 |
| Appomattox County | P.O. Box 125, Appomattox, VA | 24522 |
| Arlington County | 2100 Clarendon Blvd, Rm 200, Arlington, VA | 22201 |
| Augusta County | P.O. 959, Verona, VA | 24482 |
| Bath County | P.O. Box 130, Warm Springs, VA | 24484 |
| Bedford County | 122 E. Main St, Rm 103, Bedford, VA | 24523-2035 |
| Bland County | P.O. Box 130, Bland, VA | 24315 |
| Botetourt County | P.O. Box 128, Fincastle, VA | 24090-0128 |
| Brunswick County | P.O. Box 669, Lawrenceville, VA | 23868 |
| Buchanan County | P.O. Box 1042, Grundy, VA | 24614 |
| Buckingham County | P.O. Box 138, Buckingham, VA | 23921 |
| Campbell County | P.O. Box 66, Rustburg, VA | 24588 |
| Caroline County | P.O. Box 531, Bowling Green, VA | 22427 |
| Carroll County | 605-7 Pine St, Hillsville, VA | 24343 |
| Charles City | P.O. Box 7, Charles City, VA | 23030-0007 |
| Charlotte County | P.O. Box 308, Charlotte Courthouse, VA | 23923 |
| Chesterfield County | P.O. Box 124, Chesterfield, VA | 23832-0124 |
| Clarke County | P.O. Box 67, Berryville, VA | 22611 |
| Craig County | P.O. Box 186, New Castle, VA | 24127-0186 |
| Culpeper County | P.O. Box 1807, Culpeper, VA | 22701 |
| Cumberland County | P.O. Box 77, Cumberland, VA | 23040 |
| Dickenson County | P.O. Box 1067, Clintwood, VA | 24228 |
| Dinwiddie County | P.O. Box 104, Dinwiddie, VA | 23841-0104 |
| Essex County | P.O. Box 879, Tappahannock, VA | 22560-0879 |
| Fairfax County** | 12000 Government Center Pkwy, Rm 261, Fairfax, VA | 22035-0075 |
| Fauquier County | P.O. Box 149, Warrenton, VA | 20188-0149 |
| Floyd County | 100 E. Main St, Box 5, Floyd, VA | 24091 |
| Fluvanna County | P.O. Box 124, Palmyra, VA | 22963-0124 |
| Franklin County | 1255 Franklin St, Suite 102, Rocky Mount, VA | 24151 |
| Frederick County | P.O. Box 552, Winchester, VA | 22604 |
| Giles County | 130 N Main St, Pearisburg, VA | 24134-1625 |
| Gloucester County | 6489 Main St, Rm 137, Gloucester, VA | 23061-0137 |
| Goochland County | P.O. Box 60, Goochland, VA | 23063 |
| Grayson County | P.O. Box 126, Independence, VA | 24348 |
| Greene County | P.O. Box 438, Standardville, VA | 22973 |
| Greensville County | 1781 Greensville County Circle, Rm 132, Emporia, VA | 23847 |
| Halifax County | P.O. Box 1847, Halifax, VA | 24558 |
| Hanover County | P.O. Box 129, Hanover, VA | 23069 |
| Henrico County* | P.O. Box 90775, Henrico, VA | 23273-0775 |
| Henry County | P.O. Box 1077, Collinsville, VA | 24078-1077 |
| Highland County | P.O. Box 148, Monterey, VA | 24465 |
| Isle of Wight County | P.O. Box 107, Isle of Wight, VA | 23397-0107 |
| James City County | P.O. Box 283, Williamsburg, VA | 23187-0283 |
| King George County | 10459 Courthouse Dr, Ste 101, King George, VA | 22485-3862 |
| King & Queen County | P.O. Box 178, King & Queen CH, VA | 23085 |
| King William County | P.O. Box 217, King William, VA | 23086 |
| Lancaster County | 8311 Mary Ball Rd., Rm 203, Lancaster, VA | 22503 |
| Lee County | P.O. Box 96, Jonesville, VA | 24263 |
| Loudoun County | P.O. Box 8000, Leesburg, VA | 20177-9804 |
| Louisa County | P.O. Box 8, Louisa, VA | 23093 |
| Lunenburg County | 11512 Courthouse Rd, Ste 101, Lunenburg, VA | 23952 |
| Madison County | P.O. Box 56, Madison, VA | 22727 |
| Mathews | P.O. Box 896, Mathews, VA | 23109-0896 |
| Mecklenburg County | P.O. Box 360, Boydton, VA | 23917 |
| Middlesex County | P.O. Box 148, Saluda, VA | 23149-0148 |
| Montgomery County | 755 Roanoke St. Ste 1-A, Christianburg, VA | 24073 |
| Nelson County | P.O. Box 246, Lovingston, VA | 22949 |
| New Kent County | P.O. Box 99, New Kent, VA | 23124 |
| Northampton County | P.O. Box 65, Eastville, VA | 23347 |
| Northumberland County | P.O. Box 309, Heathsville, VA | 22473 |
| Nottoway County | P.O. Box 5, Nottoway, VA | 23955 |
| Orange County | P.O. Box 389, Orange, VA | 22960-0227 |

| County | Address | Zip Code |
|--------------------------|---|------------|
| Page County | 101 S. Court St, Luray, VA | 22835 |
| Patrick County | P.O. Box 367, Stuart, VA | 24171 |
| Pittsylvania | P.O. Box 272, Chatham, VA | 24531-0272 |
| Powhatan County | 3834 Old Buckingham Rd, Ste C, Powhatan, VA | 23139 |
| Prince Edward County | P.O. Box 446, Farmville, VA | 23901 |
| Prince George County | P.O. Box 155, Prince George, VA | 23875-0155 |
| Prince William County | P.O. Box 2467, Prince William, VA | 22195-2467 |
| Pulaski County | 52 W. Main St, Suite 200, Pulaski, VA | 24301-5044 |
| Rappahannock County | P.O. Box 115, Washington, VA | 22747 |
| Richmond County | P.O. Box 366, Warsaw, VA | 22572 |
| Roanoke County | P.O. Box 20409, Roanoke, VA | 24018-0513 |
| Rockbridge County | P.O. Box 1160, Lexington, VA | 24450-1160 |
| Rockingham County | 20 E. Gay St, Harrisonburg, VA | 22802 |
| Russell County | P.O. Box 517, Lebanon, VA | 24266 |
| Scott County | 202 W. Jackson St, Ste 114, Gate City, VA | 24251 |
| Shenandoah County | 600 N. Main St, Ste 104, Woodstock, VA | 22664 |
| Smyth County | P.O. Box 985, Marion, VA | 24354 |
| Southampton County | P.O. Box 760, Courtland, VA | 23837-0760 |
| Spotsylvania County | P.O. Box 175, Spotsylvania, VA | 22553-0175 |
| Stafford County | P.O. Box 98, Stafford, VA | 22555-0098 |
| Surry County | P.O. Box 35, Surry, VA | 23883 |
| Sussex County | P.O. Box 1398, Sussex, VA | 23884-0398 |
| Tazewell County | 101 E. Main St, Ste 201, Tazewell, VA | 24651-1071 |
| Warren County | P.O. Box 1775, Front Royal, VA | 22630-1775 |
| Washington County | One Government Place, Ste. C, Abingdon, VA | 24210-8484 |
| Westmoreland County | P.O. Box 68, Montross, VA | 22520 |
| Wise County | P.O. Box 1278, Wise, VA | 24293 |
| Wythe County | 225 S. 4th St, Rm 101, Wytheville, VA | 24382 |
| York County | P.O. Box 90, Yorktown, VA | 23690-0090 |
| City of Alexandria* | P.O. Box 178, Alexandria, VA | 22313 |
| City of Bedford | 215 E Main St., Rm 110, Bedford, VA | 24523 |
| City of Bristol | 497 Cumberland St., Ste 1-A, Bristol, VA | 24201-4391 |
| City of Buena Vista | 2039 Sycamore Ave, Buena Vista, VA | 24416-3133 |
| City of Charlottesville | P.O. Box 2964, Charlottesville, VA | 22902-2964 |
| City of Chesapeake | P.O. Box 15285, Chesapeake, VA | 23328-5285 |
| City of Colonial Heights | P.O. Box 3401, Colonial Heights, VA | 23834 |
| City of Covington | P.O. Drawer 58, Covington, VA | 24426 |
| City of Danville | P.O. Box 480, Danville, VA | 24543 |
| City of Emporia | P.O. Box 956, Emporia, VA | 23847 |
| City of Fairfax | Rm 224, City Hall, 10455 Armstrong St., Fairfax, VA | 22020 |
| City of Falls Church | 300 Park Ave., #104-E, Falls Church, VA | 22046-3301 |
| City of Franklin | P.O. Box 389, Franklin, VA | 23851-0389 |
| City of Fredericksburg | P.O. Box 644, Fredericksburg, VA | 22404-0644 |
| City of Galax | P.O. Box 1128, Galax, VA | 24333 |
| City of Hampton | P.O. Box 636, Hampton, VA | 23669-0636 |
| City of Harrisonburg | P.O. Box 20031, Harrisonburg, VA | 22801-7531 |
| City of Hopewell | P.O. Box 1604, Hopewell, VA | 23860 |
| City of Lexington | P.O. Box 922, Lexington, VA | 24450 |
| City of Lynchburg | P.O. Box 858, Lynchburg, VA | 24505-0858 |
| City of Manassas | P.O. Box 125, Manassas, VA | 20108-0125 |
| City of Manassas Park | One Park Center Ct, Manassas Park, VA | 20111 |
| City of Martinsville | P.O. Box 1222, Martinsville, VA | 24114-1222 |
| City of Newport News | 2400 Washington Ave, Newport News, VA | 23607 |
| City of Norfolk | P. O. 2260, Norfolk, VA | 23501-2260 |
| City of Norton | P.O. Box 347, Norton, VA | 24273 |
| City of Petersburg | 135 N. Union St, Petersburg, VA | 23803 |
| City of Poquoson | 500 City Hall Ave, Poquoson, VA | 23662 |
| City of Portsmouth | 801 Crawford St, Portsmouth, VA | 23704-3870 |
| City of Radford | 619 Second St, Rm 161, Radford, VA | 24141 |
| City of Richmond | 900 E. Broad St, Rm 103, Richmond, VA | 23219 |
| City of Roanoke | 215 Church Ave SW, Rm 251, Roanoke, VA | 24011 |
| City of Salem | P.O. Box 869, Salem, VA | 24153 |
| City of Staunton | P. O. Box 4, Staunton, VA | 24402 |
| City of Suffolk | P.O. Box 1459, Suffolk, VA | 23439-1459 |
| City of Virginia Beach | 2401 Courthouse Dr, Bldg 1, Rm. 121, Virginia Beach, VA | 23456-9002 |
| City of Waynesboro | 503 W Main St, Rm 107, Waynesboro, VA | 22980 |
| City of Williamsburg | P.O. Box 245, Williamsburg, VA | 23187-0245 |
| City of Winchester | P.O. Box 706, Winchester, VA | 22604 |