



# FAIRFAX COUNTY GOVERNMENT EMPLOYEE PERSONAL PROPERTY TAX VOLUNTARY PAYROLL DEDUCTION PLAN

(Residents of Fairfax City and other Jurisdictions not eligible)

Employee Name \_\_\_\_\_ Employee ID (EIN) \_\_\_\_\_  
Home Address \_\_\_\_\_ Agency # \_\_\_\_\_  
\_\_\_\_\_ Wk Phone # \_\_\_\_\_

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**2011 Tax Year Deduction Plan for taxes due in October 2011**  
**Deductions from Pay date August 27, 2010 through Pay date August 12, 2011**

Select one of the following (**whole dollars only; zero cents**):

Enrollment in 2011 Plan Year:  
\_\_\_\_ Start plan year deduction of → \$ \_\_\_\_ **.00** per pay period x \_\_\_\_ number of pay periods  
Adjustments during 2011 Plan Year:  
\_\_\_\_ Change plan year deduction to → \$ \_\_\_\_ **.00** per pay period x \_\_\_\_ number of pay periods  
\_\_\_\_ Stop plan year deduction → \$ \_\_\_\_ **0.00** per pay period x \_\_\_\_ **0** number of pay periods

**!!!!!!!!!!!! IMPORTANT READ BELOW !!!!!!!!!!!!!**

List the **PROPERTY NUMBER** or **VEHICLE IDENTIFICATION NUMBER** of all the vehicles you want to pay for. DTA will use this to locate the property in the tax system. Blank forms will not be processed.

\_\_\_\_\_  
\_\_\_\_\_

**BY SIGNING AND SUBMITTING THIS FORM, I UNDERSTAND THAT:**

- I am making a binding election authorizing the Payroll Division to withhold the above amount from my bi-weekly pay. If I do not indicate a specific number of pay periods, I understand that the deduction will be taken on every payday remaining in the plan year at the time I submit this form. **Withholdings will be held by the payroll division until after the last deduction of the plan year in August 2011 at which time all funds will be transferred to the Department of Tax Administration to be applied to tax bills due in OCTOBER 2011.** I understand I will receive a tax bill in August as usual which may not reflect credit for the amount remitted through this program, however, I will be given credit before the October due date. If I owe additional tax, I will remit payment directly to the Department of Tax Administration. If I have overpaid, the Department of Tax Administration will initiate a refund.
- I may stop or change my designated deduction at any time by making a request in writing or by completing a new form. **If I stop my deduction, I WILL NOT receive a refund until after the amount that has been withheld has been applied to my tax bill due in OCTOBER 2011.**

**- NO INTERIM BILLS DUE IN FEBRUARY WILL BE PAID -**  
**I understand that none of the funds deducted will be applied to any prorated interim bill with a February due date that I may receive for property purchased during the later months of 2010. I will remit payment for these bills directly to the Department of Tax Administration.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_