



**CIRCUIT COURT
CLERK'S OFFICE**
MONTGOMERY COUNTY, VIRGINIA

ERICA W. CONNER, MASTER CIRCUIT COURT CLERK
MONTGOMERY COUNTY CIRCUIT COURT
55 East Main Street, Suite 1
Christiansburg, VA 24073

- **Your marriage license is valid for a period of sixty (60) days.** If the ceremony is not completed within that time, then the unused license must be returned to the Clerk's office.

- The **minister** or officiant who performs the marriage ceremony **must complete** the bottom part of both Copy A and Copy B of the marriage license, and **return both copies** to Montgomery County Circuit Court Clerk's Office within **five (5) days** after the ceremony. The attached self-addressed envelope can be used for mailing.

- If the married couple needs a certified copy of the marriage license for the DMV or the Social Security Administration, it can be obtained from the Clerk's Office for \$2.50 per copy. (Please see attached form).

Industrious | Diverse | Steadfast | Helpful | Integrity

www.montgomerycountyva.gov/circuitclerk
OFFICE 540.382.5760 | FAX 540.382.6937



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Greetings,

To obtain a **certified copy of a marriage license**, please return this letter with a postal money order or credit card (no personal checks please) for **\$2.50 each**, payable to Montgomery County Clerk of Court along with a **self-addressed, stamped envelope**.

Please return this letter, remittance, and the envelope to the above address.

Please complete the following information and return. Thank you.

Applicant 1's Full Name: _____

Applicant 2's Full Name: _____

Date of Marriage: _____

Number of Copies: _____

Credit Card Information:

Visa or MasterCard ONLY

Name on Credit Card: _____

Credit Card #: _____

Expiration Date: _____

CVC (3-digit code on back of card): _____

Amount (\$2.50 per copy): _____

Signature: _____

***Please note an additional 4% convenience fee will be applied to all credit card transactions.**

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To change your name with the Social Security Administration, please use form on the back.

Submit the following:

- completed form
- certified copy of marriage license
- copy of ID

Social Security Administration
Attn: SSN Unit
612 South Jefferson Street
Roanoke, VA 24011-2433

SSN Questions? 866-701-8179

Application for a Social Security Card

1	NAME TO BE SHOWN ON CARD	First	Full Middle Name	Last	
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last	
	OTHER NAMES USED				
2	Social Security number previously assigned to the person listed in item 1				
3	PLACE OF BIRTH (Do Not Abbreviate) City	State or Foreign Country	Office Use Only	4 DATE OF BIRTH MM/DD/YYYY	
			FCI		
5	CITIZENSHIP (Check One)	<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Legal Alien Allowed To Work	<input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3)	<input type="checkbox"/> Other (See Instructions On Page 3)
6	ETHNICITY Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	7 RACE Select One or More (Your Response is Voluntary)	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> American Indian	<input type="checkbox"/> Other Pacific Islander
			<input type="checkbox"/> Alaska Native	<input type="checkbox"/> Black/African American	<input type="checkbox"/> White
8	SEX	<input type="checkbox"/> Male	<input type="checkbox"/> Female		
9	A. PARENT/ MOTHER'S NAME AT HER BIRTH	First	Full Middle Name	Last	
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9B on Page 3)			<input type="checkbox"/> Unknown	
10	A. PARENT/ FATHER'S NAME	First	Full Middle Name	Last	
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)			<input type="checkbox"/> Unknown	
11	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
12	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last	
13	Enter any different date of birth if used on an earlier application for a card			MM/DD/YYYY	
14	TODAY'S DATE MM/DD/YYYY	15 DAYTIME PHONE NUMBER		Area Code Number	
16	MAILING ADDRESS (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No.			
		City	State/Foreign Country	ZIP Code	
17	YOUR SIGNATURE	18 YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS: <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify _____			

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)							
NPN	DOC		NTI	CAN		ITV	
PBC	EVI	EVA	EVC	PRA	NWR	DNR	UNIT
EVIDENCE SUBMITTED					SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW		
					DATE		
					DCL DATE		



ADVICE TO NEWLYWEDS FROM THE IRS

It may not be high on the list of wedding planning activities, but there are a few, simple steps that can help keep tax issues from interrupting newly-wedded bliss, according to the Internal Revenue Service. With the June wedding season in full swing, the IRS advises the soon-to-be married and the just married to review their changing tax status. Choosing the right tax form and filing status can help save money – and even prevent problems with missing a refund check. Among those tax-related changes that newlyweds should think about now are notification of change of name and change of address. Later, as filing season approaches, they should consider itemizing their deductions, selecting the right tax return form to use and choosing their filing status.

No one should delay the cake cutting or honeymoon because of taxes. But here are some helpful hints for later:

USE THE CORRECT NAME. Taxpayers must provide correct names and identification numbers to claim personal exemptions or the Earned Income Tax Credit on their tax returns. A taxpayer who changes his or her last name upon marrying should let the Social Security Administration know and should update his or her Social Security card, so the number matches the new name. Form SS-5, "Application for a Social Security Card," is available through the SSA Web site at www.ssa.gov or by calling toll-free 1-800-772-1213.

REPORT YOUR CHANGE OF ADDRESS. If one or both spouses are changing their address, they should notify the IRS, as well as the U.S. Postal Service, to be sure they receive any tax refunds or IRS correspondence. It's a simple process. All they have to do is send in Form 8822, "Change of Address Form," which is available by calling the IRS at 1-800-TAX-FORM (1-800-829-3676), at most local IRS offices, or on the IRS Web site at www.irs.gov. Or they can write to the IRS center where they filed their most recent return. They should include their full name, old and new addresses, SSN and signature. And they should remember to let their employers know about any changes to their name or address so they can receive their paychecks and W-2s.

GET THAT REFUND CHECK. Each year, thousands of tax refund checks are returned by the Post Office to the IRS as undeliverable, usually because the recipient has moved. Notifying both the Post Office and the IRS of an address change in a timely manner can help ensure the proper delivery of any refund checks. To check the status of a tax refund, use the "Where's My Refund" service on the IRS Web site or call the toll-free automated refund line at 1-800-829-4477. If a refund check was returned to the IRS as undeliverable, call the IRS toll-free customer service line at 1-800-829-1040 to arrange for reissuance.

SELECT THE RIGHT FORM. Choosing the right individual income tax form can help save money. Newly married taxpayers may find that they now have enough deductions to itemize on their tax returns. Deductions for money paid for medical care, mortgage interest, contributions, casualty losses and certain miscellaneous costs can reduce federal taxes. Form 1040, which is used to report all types of income, deductions and credits, is the one to use if itemizing. Forms 1040EZ and 1040A do not allow such itemization. Taxpayers who do not receive their preferred form in the tax package sent to them during filing season may obtain the form from the IRS Web site, at a local IRS office, or by calling the toll-free Forms and Publications line at 1-800-TAX-FORM (1-800-829-3676).

CHOOSE THE BEST FILING STATUS. A person's marital status on December 31 determines whether the person is considered married for that year. The tax law allows married couples to choose to file their federal income tax return either jointly or separately in any given year. Choosing the right filing status can help save money.

- A joint return (Married Filing Jointly) allows spouses to combine their income and to deduct combined deductions and expenses on a single tax return. Both spouses must sign the return, and both are held responsible for the contents.
- With separate returns (Married Filing Separately), each spouse signs, files and is responsible for his or her own tax return. Each is taxed on his or her own income and can take only his or her individual deductions and credits. If one spouse itemizes deductions, the other must also.

Figuring the tax both ways can determine which filing status will result in the lowest tax – usually, it's filing jointly. More detailed information on filing status can be found in Publication 501, "Exemptions, Standard Deduction, and Filing Information," on the IRS Web site.