

## **MARRIAGE LICENSE INFORMATION**

- ❑ **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 form on next page).
- ❑ **IMPORTANT:** If the issued Marriage License is not used within sixty (60) days of applying and has since expired, both Copy A and B **MUST** be returned to the Clerk's Office immediately.



TIFFANY M. COUCH, CLERK  
MONTGOMERY COUNTY CIRCUIT COURT  
55 East Main Street, Suite 1  
Christiansburg, VA 24073

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:  
Montgomery County Circuit Court  
55 East Main Street, Suite 1  
Christiansburg, VA 24073

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Please complete the following information and return to the Clerk's Office. Thank you.

Applicant 1 Full Name: \_\_\_\_\_

Applicant 2 Full Name: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

Address to Send Copies: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

### **CREDIT CARD INFORMATION**

**Visa or MasterCard ONLY**

Name on Credit Card: \_\_\_\_\_

Credit Card number: \_\_\_\_\_ 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.**

*Industrious | Diverse | Steadfast | Helpful | Ethical*

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[www.montgomerycountyva.gov/circuitclerk](http://www.montgomerycountyva.gov/circuitclerk)  
OFFICE 540.382.5760 | FAX 540-394-3104

# NAME CHANGE WITH SOCIAL SECURITY ADMINISTRATION

To change your name with the Social Security Administration, visit <https://www.ssa.gov/forms> and use form number SS-5 (Application for a Social Security Card).

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? Call 866-701-8179.

## COMPLETING THE SSA CHANGE ONLINE

You may be able to complete the SSA card change online.

U.S. citizens age 18 years or older with a U.S. mailing address, a valid Virginia driver's license, Virginia issued marriage license and wish to change their names after marriage can now request a corrected social security card through their personal my Social Security account online.

You can visit the Social Security number & card webpage (<https://www.ssa.gov/number-card>) and answer a series of questions to determine whether you can:

- Complete the application process online.
- Start the application process online, then bring any required documents to your local Social Security office or card center to complete the application.
- Complete the application process at your local office.



# Tax to-dos for newlyweds to keep in mind

IRS Tax Tip 2023-91, July 19, 2023

Anyone saying "I do" this summer should review a few tax-related items after the wedding. Big life changes, including a change in marital status, often have tax implications. Here are a few things couples should think about after they tie the knot.

## Name and address changes

People who change their name after marriage should report it to the Social Security Administration as soon as possible. The name on a person's tax return must match what is on file at the SSA. If it doesn't, it could delay any tax refund. To update information, taxpayers should file Form SS-5, Application for a Social Security Card. The form is available on [SSA.gov](https://ssa.gov), by calling 800-772-1213 or at a local SSA office.

If marriage means a change of address, the IRS and U.S. Postal Service need to know. To do that, people should send the IRS [Form 8822, Change of Address](#). Taxpayers should also notify the postal service to forward their mail by going online at [USPS.com](https://usps.com) or by visiting their local post office.

## Double-check withholding

After getting married, couples should consider changing their withholding. Newly married couples must give their employers a new [Form W-4, Employee's Withholding Certificate](#) within 10 days. If both spouses work, they may move into a higher tax bracket or be affected by the [additional Medicare tax](#). They can use the [Tax Withholding Estimator](#) on IRS.gov to help complete a new Form W-4. Taxpayers should review [Publication 505, Tax Withholding and Estimated Tax](#) for more information.

## Filing status

Married people can choose to file their federal income taxes jointly or separately each year. For most couples, filing jointly makes the most sense, but each couple should review their own situation. If a couple is married as of December 31, the law says they're married for the whole year for tax purposes.

## More information:

- [Topic 157, Change Your Address – How to Notify the IRS](#)

[Subscribe to IRS Tax Tips](#)

## **FOR THE OFFICIANT**

When signing and returning the VS3 form, Commonwealth of Virginia – Marriage Return (Copy B), please be sure the following information provided is true and/or correct. **Please only use black, unfading ink to complete the form.**

- Note the date 60 days prior to license expiry to ensure the license has not expired prior to performing the ceremony.
- Dates must be completed in one of the following formats.
  - mm/dd/yyyy – ex. 03/03/2023
  - month day, year – ex. March 3, 2023
- Section #29 – The place of marriage is listed only as a county or independent city in Virginia.
  - Ex – “Chesterfield” rather than “Chester”
- Specify the type of ceremony.
- Provide the signature and title of the Officiant. If you are a one-time officiant, your title is Marriage Celebrant.
- Specify the Circuit Court that provided the authorization to perform marriages and the year.
- Print the name and address of the Officiant.

**Remember that this is a permanent record.**

**The document should not be damaged, stained, or torn.**

Before you submit your paperwork, please review all details again to ensure there are no typographical errors, misspellings, corrections, or erasures on the certificate.