2019 Filing Season - Individual Income Tax Processing

Treasurers

It's very important that you click here and review **ALL TARP Processes, Tasks, User Guides, and Job Aids.**

If you have any questions or uncertainties regarding the procedures, please contact us before you take any actions that might result in errors. We've provided a contact list on page 3.

WHAT'S NEW for 2019?

- We no longer want to receive your local estimated payment transmittals through FAX. Instead, please EMAIL your transmittals to us effective immediately to: tax-processingeesmc@tax.virginia.gov

    - You will not need to physically sign the transmittal, since the "from" email address will validate the authenticity and identify you as the sender.
    - You do not need to include a cover sheet when emailing your transmittal.
    - As a reminder, we no longer require that you send copies of deposit certificates/receipts with your transmittal.

CRITICAL REMINDERS – these are topics that continue to top our list of things to watch out for:

1. Do not create assessments for under $4.50
   Task: Compute and Record the Amount Due Using Form 759

2. Continue to refer to the TARP Process: "Handling Local Estimated Payments" and TARP TASK: "Submit Estimated Payments via Electronic Transmission," located here: Locality TARP.

    - Always monitor the processing of your local estimated files by reviewing these weekly reports:
        - **56.0 Report** (Local Estimated Electronic Files Totals Report)
            - This weekly report lists the local estimated file data that has been **fully processed** by Virginia Tax for your locality.
            - This report provides Deposit Certificate data as well as the number of vouchers, the monetary amount of the vouchers associated with the specific Deposit Certificate, and the tax year associated with the monies.
            - If a Deposit Certificate is not shown on this report, we may not have received the file (to be processed) or we may have returned the file to you due to errors.

- **291.0 Report** (EESMC Secure Transfer File Report)
    - This weekly report lists all secure file activity for your locality during the prior week. Of particular interest is **Tab 1** (Incoming Estimated Payments) and **Tab 4** (Returned Files).
    - This report provides date and time stamps for file submissions in **Tab 1**.
        - If a file is not shown on Tab 1, you should assume that the file was not successfully uploaded to Virginia Tax (or was uploaded with the incorrect message topic on Virginia Tax's upload screen).
    - In the event of an error, **Tab 4** will detail the date and time stamp that the file was returned to the locality as well as verbiage noting the error(s) associated with the file.
        - If a file is returned to you for errors, the errors must be corrected and the file re-uploaded to Virginia Tax's secure server.
        - Data related to resolving file errors may be found in the EESMC Local Estimated Payment Files - Error Messages Job Aid in Locality TARP.
- **IRMS** - remember, you have access to IRMS to verify that your estimated payments have been received and posted correctly.

3. You should send Local Estimated Transmittals to Virginia Tax ONLY *after* a successful file upload. **Please do not send us your transmittal until you see that the file was successfully uploaded to our secure server.**
   - Virginia Tax frequently receives local estimated transmittals, but the associated electronic file is not sent.
       - If you do not send a local estimated file to Virginia Tax for processing (and Virginia Tax personnel cannot verify the Deposit Certificate data), the monies will not be adviced to DOA for your locality and that may cause balancing problems for your locality.
       - Be very careful when choosing your type of transaction from "message topic" on the drop-down menu when preparing for file upload. If you are submitting an estimated file, be sure to choose local estimated.
       - Within several minutes of upload, you should receive an automated message in your "sent box" that your file was successfully uploaded. This is a key indicator that the process is off to a proper start, and will look like this:

To	Virginia Department of Taxation
Subject Text	File Upload from EESMC
Message Topic	Local Estimated Payment Information
Date	11/15/2017
Attachments	locest_51085_2017_171.txt

CONTACTS (please use email unless it's an emergency)

Contact **irms.support@tax.virginia.gov** for any technical problems related to missing files, rejected files, or any problem outside of Cardinal issues with reconciling your transactions.

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