2017 Filing Season - Individual Income Tax Processing Treasurers

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

Please pay particular attention to the following critical procedures and critical reminders:

Using EESMC for Local Estimated Payments:

As you know, the focus has changed in the way that Treasurers must submit their local estimated data to TAX:

All Treasurers are expected to be electronically submitting their local estimated data to TAX no later than January 1, 2017.

Continue to refer to the TARP Process: "Handling Local Estimated Payments" and TARP TASK: "Submit Estimated Payments via Electronic Transmission".

To assist with the preparation of data that each Treasurer's office must transmit to TAX, a series of job aids were published in TARP that represent the most widely used local software systems to date:

Create and Upload a Local Estimated Income Tax File Using Bright Software
Create and Upload a Local Estimated Income Tax File Using Munis Software
Create and Upload a Local Estimated Income Tax File Using PCI's MyRevenueCollector Software (RCS)
Create and Upload a Local Estimated Income Tax File Using the Excel Template

Reminders to help things go more smoothly:

- o You MUST contact irms.support@tax.virginia.gov to set up a test file before beginning.

- o You MUST have completed at a minimum the following two LMS required courses before having permission and subsequent access to the EESMC process:

  - ➢ TAX – (CD1402X) Safeguarding Tax Information

➢ TAX – (02306X) Use EESMC for File Transfers and Secure Messaging

Additional Information Provided During 2016 to all Treasurers in Support of the Electronic Filing of Local Estimated Data Initiative:

- January 28, a communication was issued with several EESMC related update including:

    o The 56.0 Report

    o Irms.support@tax.virginia.gov as your central communication spot.

    o Faxing OR emailing transmittals

- February 19, a communication was issued with important reminders about submission of paper vouchers and electronic voucher information.

- February 29, a communication was issued regarding a problem with MUNIS software where the submitted field was not being passed properly through EESMC – thereby creating incorrect dates from which to calculate timely or late, and penalty and interest.

- June 9, a communication was issued announcing a small change to the local estimated file upload process.

- July 5, a communication was issued announcing that Treasurers now had permission to view payment data in IRMS.

    o This was deemed to be especially useful to assist Treasurers in validating the "effective dates" that were entered into any files estimated files being uploaded to TAX via EESMC.

- On August 26, a communication was issued reminding that irms.support@tax.virginia is the preferred means of contact for any issues pertaining to the technical aspects of EESMC file submissions, before, during and after the transmission.

- On September 15, a communication was issued regarding a streamlined process for estimated payment monthly advices:

    o Tax Processing began to key directly to the Financial Certification feature within Cardinal.

- o No more emailing monthly advices – you can compare our data in Cardinal to your RAR721 report.

- o Reminder of 56.0 report, rejected error files and 291.0 report to help with balancing.

Other Reminders

- **Revised Form 916 (Request for Exoneration)**

  - o On June 15, a [communication](#) was sent to all Commissioners of the Revenue and Treasurers announcing a "refreshing" of the form.

  - o The reason for the change is to eliminate confusion in the determination of who is taking responsibility for billing the balance of partial adjustments – the Department of Taxation or the localities.

  - o The new form is in the Locality TARP under 'Forms".