
















Create and Upload a Local Estimated Income Tax File Using the Excel Template

This job aid is used by localities to enter local estimated income tax data to be uploaded to TAX using the External Entity Secure Messaging Center (EESMC). This job aid is used to create, save, and retrieve data using Excel 2007 or higher.

Step	Action
1.	<p>Open TAX's Local Estimated Income Tax Excel template.</p>  <p>NOTE: This template is provided to local treasurers for entry of local estimated income tax data. A maximum of 500 vouchers may be keyed into the Excel template for output to a file.</p>
2.	<p>Obtain the Deposit Certificate associated with the deposited payments to be keyed.</p>
3.	<p>Key data from each taxpayer's estimated payment voucher into the applicable fields on the Excel template.</p>  <p>NOTE: The 8-digit Deposit Certificate number associated with the deposit must be recorded for each payment in the Deposit Certificate # field.</p>  <p>IMPORTANT: When 500 vouchers have been keyed into the Excel template and there are remaining vouchers to be keyed for that business day which are associated with the deposit certificate, after STEPS 4 through 15 are completed, a second template/file will need to be created as outlined in STEP 2.</p> <p>EXAMPLE: A total of 650 vouchers have been processed during the business day with all monies represented on a single deposit certificate. The first 500 vouchers would be keyed into Excel template #1. Vouchers 501 through 650 would be keyed into Excel template #2.</p>
4.	<p>Verify that the Total Payments calculated by the template and shown in Cell B1 of the template (upper left hand corner) equals the amount showing on the associated Deposit Certificate.</p> <p>"Total Payments" (from the Template) = Deposit Certificate Amount</p>  <p>NOTE: Any discrepancies must be researched and resolved.</p>
5.	<p>Verify that the Number of Vouchers shown in Cell B2 of the template (upper left hand corner) equals the physical number of estimated payment vouchers which have been keyed.</p> <p>"Number of Vouchers" (from the Template) = Actual Number of Vouchers</p>  <p>NOTE: Any discrepancies must be researched and resolved.</p>
6.	<p>Save the file to the appropriate directory (and folder).</p>
7.	<p>Key the name of the file to be saved in the File Name field using the required TAX file naming convention of</p> <p style="text-align: center;">LOCEST_51XXX_YYYY_ZZZ where:</p> <ul style="list-style-type: none"> • XXX is the locality's 3-digit FIPS Code. • YYYY is the 4-digit year associated with the deposit date. • ZZZ is the 3-digit sequential number associated with the file.  <p>NOTE: The three (3) underscores shown in the file name example above must be typed into the file name as shown above when the new file is named.</p>

	 <p>IMPORTANT: The numbering system for local estimated files starts with 001 for the locality's first file of the calendar year and continues with 002, 003, etc. for subsequent files.</p>
8.	Review the File Name to ensure that it's been keyed correctly, making corrections as necessary.
9.	Click on Save .
10.	<p>Logon to TAX's EESMC server.</p>  <p>NOTE: The <u>Virginia Department of Taxation's External Entity Secure Messaging Center (EESMC) User Guide</u> may be found in the TARP Repository.</p>
11.	Go to the FILE TRANSFERS section and click on " Send/Upload New Files " link.
12.	<p>When the Add/Delete Attachments window opens, enter the following transmission data:</p> <ul style="list-style-type: none"> • Select "Local Estimated Payment Information" from the Message Topic drop-down menu. • Enter the number of records (vouchers) in the file. • Enter the Estimated Payment Total associated with the file in dollars and cents.  <p>IMPORTANT: Do not include a dollar sign (\$).</p> <ul style="list-style-type: none"> • Browse/select/ the file name from the designated location and select the Attach File button.  <p>NOTE: The filepath of the file may be obtained by using the BROWSE function or by typing the name of the file directly into the provided window.</p> <ul style="list-style-type: none"> • Click on the Submit button.  <p>NOTE: A message will be displayed if the file has been uploaded successfully.</p>
13.	Logout of the EESMC application.
14.	<p>Complete a Transmittal Form for Locality Estimated Payments once the file has been uploaded successfully.</p>  <p>NOTE: A Word version and Fillable version of the Transmittal Form may be found in the TARP Repository.</p>
15.	<p>Forward the completed Transmittal Form to TAX via email or fax.</p>  <p>NOTE: If emailing the completed Transmittal Form, use the following email address: TAX-ProcessingEESMC@tax.virginia.gov. Include the File Name, Your Locality Name, and FIPS Code on the Subject line. EXAMPLE: LOCEST_51089_2016_999.txt Henry 51089.</p>  <p>IMPORTANT: A cover sheet is not required when emailing the completed Transmittal Form.</p>  <p>IMPORTANT: PLEASE DO NOT INCLUDE COPIES OF DEPOSIT CERTIFICATE(S) OR DEPOSIT RECEIPTS WHEN EMAILING A LOCAL ESTIMATED TRANSMITTAL.</p>