

Locality Training for the 2018 Filing Season

Commissioners of the Revenue, Treasurers, and Staffs,

Our goal is to provide you with the necessary instruction and direction to adequately understand the processes involved in local individual return processing and preparation.

This training package contains several components to provide you with important information for this upcoming tax year. All of this material is located or accessed through the Virginia Tax website under Localities/Individual Income Tax: <https://www.tax.virginia.gov/localities>

Again this year, you will **not** be required to take a course in the VLC (Virginia Learning Center, formerly LMS). All issues germane to the processing of individual tax returns and payments are referenced in the following documents included in this training:

- 2018 Filing Season Income Tax Processing Reminders – Commissioner of Revenue Specific
- 2018 Filing Season Income Tax Processing Reminders – Treasurer Specific
- 2017 legislative and forms changes pertinent to individual tax returns

The entire 2017 Legislative Summary can be found here:

<https://www.tax.virginia.gov/sites/default/files/inline-files/2017-legislative-summary.pdf>

There **are** several processing changes this coming year that will require your attention - one for Commissioners of the Revenue and one for Treasurers. They are covered in the “What’s New for 2018” sections:

- Enhanced strategies to avoid duplicate billings and reduce the number of exonerations
- A major change to our monthly advising of income tax effective Jan. 1.

TARP will reflect upcoming 2017 tax year and 2018 filing season procedures on Dec. 1.

One thing that is extremely important - please make sure that you read all of the emails coming to you via GovDelivery. In addition, please forward them on to your staff.

If you have questions regarding any of the training material, please contact Howard Overbey at 804.367.1129.