



Virginia Tax

eForms User Guide

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About This Guide

The Virginia Department of Taxation's eForms system is an easy, fast and free way to file and pay state taxes electronically. This user guide provides instructions for using the eForms System as well as links to other resources that you may use.

In this user guide, you will be able to see images of the eForms screens to assist you before or while using the system to file / pay your tax returns. While the screen images may be of a particular tax form, it does not imply that all forms are the same.

To see a complete list of all of the tax returns/forms supported by this system, visit the [eForms page](#)

You may also find assistance in the [Frequently Asked Questions](#) section of the eForms page.

eForms Homepage

The eForms Homepage provides not only a list of the returns/forms currently available to you but other resources available to you.

- The eForms User Guide provides details on how to prepare, pay and file an eForm.
- The eForms FAQs is a list of the most frequently asked questions regarding eForms.
- The Guidelines for electronic W2s and 1099s is a document regarding the electronic filing of W2s and 1099s.
- The Electronic Payment Guide details what payment options are available, details on what is needed and how to make a payment.
- There may also be messages related to upcoming releases of eForms.

Home / eForms

eForms

Virginia Tax eForms

eForms are a fast and free way to file and pay state taxes online. Click an eForm below to start filing. If you haven't filed or paid taxes using eForms and need more information, see:

- [eForms User Guide \(PDF\)](#)
- [eForms FAQs](#)
- [Guidelines for electronic W-2s and 1099s](#)
- [Electronic Payment Guide \(PDF\) - for EFT details and ACH Credit](#)

Stay informed with [email updates](#). Receive emails on topics you select and reminders on upcoming due dates.

Tell us what you think with the [eForms Survey](#) or [Report System Problems](#).

Individual Income Tax eForms	
760ES	Individual Estimated Payment
760IP	Individual Extension Payment
760-PMT	Individual Return Payment

An eForm can be selected by clicking on the hyperlink. You will find that each eForm has its own screen and required fields, and some may have prompts that you must read or respond to before moving to the main screen of the eForm.

eForms Basics

Most eForm fields are either required or optional. Some eForms may have fields computed for you or tooltips to assist you in completing the return/form.

- **Required Fields** – Required fields have **bold** labels.
- **Computed Fields** – Fields that are gray will be calculated for you after you enter the required fields and click the “Calculate” button.
- **Tooltips** – Certain fields contain additional information called tooltips. Move your mouse cursor over a field to view its tooltip.

The screenshot displays the Virginia Tax Form VA-15 interface. At the top, the Virginia Tax logo is visible, along with the form title "Form VA-15 - Employer's Voucher for Payment of Virginia Income Tax Withheld (Semi-Weekly)". Navigation links for "eForms User Guide", "eForms FAQs", "Form VA-15 Instructions", and "Contact Us" are provided. The status is "NOT FILED". The main form area is divided into sections: "FOR QUARTERLY PERIOD" (with Quarter and Year dropdowns), "ACCOUNT NUMBER" (with FEIN and Suffix dropdowns), and "DEMOGRAPHICS" (with Business Name, Mailing Address, City, and State fields). A tooltip is shown over the Suffix dropdown, explaining that the 3-digit Account Suffix is the business location number. A red callout box points to the tooltip with the text "An example of a tooltip". The "Calculate" button is visible at the bottom right.

Most eForms have three major sections seen on the initial view:

- For Assistance
- Demographics section, and
- Tax Return Information section

Some tax returns, like the ST-9 shown below, require you to complete a schedule as well. Many eForms have the information conveniently on one screen.

Locality Name	# of Locations in Locality	Gross Sales	Personal Use	Exempt Sales & Other Deductions	Qualifying Food Sales & Use	Local Taxable Sales	Regional Taxable Sales
--							

You can see where you are in the eForm steps by looking at the section in blue.

For Assistance Section

The **For Assistance** section contains links to additional resources and assistance. There are links to the eForms User Guide and the eForms FAQs. If there are return/form instructions or payment guides then there will be links to access those documents.

The Contact Us link allows you to contact us for assistance or to answer any questions you may have while completing of the return/form.

Demographics Section

The **Demographics** section is the first section you will complete and all information is required in this section. Typically, most Business eForms require:

- **Filing Period** – Select the month or quarter, and the year of the tax period being filed. Some eForms will have the Tax Year pre-filled for faster filing.

- **Account Number and Business Location** – Enter your 9-digit Employer Identification Number and for the Account Suffix, select the business location number you are filing for from the drop down menu. This is usually the part of your account number after the F (ie. F001, F002, F003, etc).
- **Business and Address Information** – Enter the business name and full address.

Most Individual eForms require:

- **Social Security Number** – Primary and Secondary person’s social security number (if both are applicable).
- **Name and Address Information** – Enter the full address

Tax Return Information Section

The next section of an eForm is the **Tax Return Information** section.

Enter your tax financial information into the appropriate fields. Remember that only **bolded** fields are required and fields that are gray will be calculated once you click the “Calculate” button.

Resolving Form Errors

Once you click the “Calculate” button, you may find that your tax return contains errors. If there are any errors, the tab is red and all fields with errors are highlighted in red. There will also be a message displayed in red with additional instructions.

The screenshot displays the Virginia Tax Form VA-15 interface. At the top, the header includes the Virginia Tax logo and the form title: "Form VA-15 - Employer's Voucher for Payment of Virginia Income Tax Withheld (Semi-Weekly)". Navigation links for "eForms User Guide", "eForms FAQs", "Form VA-15 Instructions", and "Contact Us" are present. The status is "NOT FILED".

The main navigation bar contains three tabs: "VA-15" (highlighted in red and circled in blue), "Payment", and "Sign & Confirm".

The "FOR QUARTERLY PERIOD" section includes fields for "Quarter" (set to "--" and circled in blue) and "Year" (set to "2017"). A red error message below the Quarter field states: "Quarterly Period is required." The "AMOUNT" section shows a red error message: "Do not submit Form VA-15 if no amount is due." and "Total Amount Due is required." The "Total Amount Due" field is highlighted in red and circled in blue.

The "ACCOUNT NUMBER" section includes "FEIN" (30- 541234569) and "Account Suffix" (F- 001).

The "DEMOGRAPHICS" section includes "Business Name" (John Doe), "Mailing Address" (123 Any Street), "City" (Richmond), "State" (Virginia), and "ZIP" (23222).

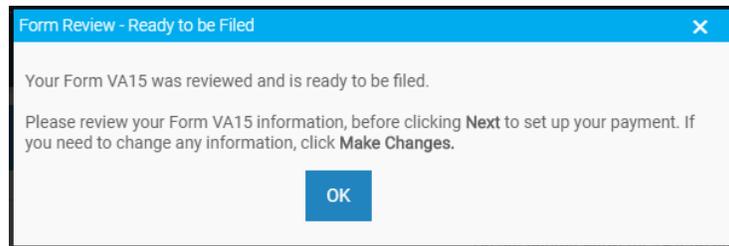
At the bottom, there are "Save As Draft" and "Calculate" buttons.

In order to continue filing the tax return:

1. Identify which fields contain errors (they will be highlighted in red).
2. Click in the field to review the error message.
3. Make the correction(s).
4. Click “Calculate” to ensure the errors have been corrected.
NOTE: You may click “Calculate” to review your form as many times as you need.

Make Changes to an eForm

Once you click the “Calculate” button and there are no errors, a pop-up message will indicate that your form is ready to be filed.



Click “OK”, the form is shown once more for you to review your tax return information. If you are ready to move forward to filing and paying, then select “**Next**”. If additional changes are needed, then select “**Make Changes**”.



NOTE: You cannot make changes to the tax return once it has been filed, so it is important to review your tax return fully before it is submitted.

Payment Options

All eForms allow you to make a payment using the ACH Debit option, which allows payments to be made from a checking account when you provide your bank routing number and bank account number.

The ACH Credit (EFT) option is currently available for select eForms. The eForms that currently have this payment option are the CT-75, MVR-420, TT-8 and VM-2.

ACH Debit Option

1. **Routing Number** – Enter the routing number of your checking account.

NOTE: The eForms system only supports payments from a checking account, **NOT** a savings account.

- 2. **Bank Account Number** – Enter the bank account number of your checking account. To confirm you entered the correct bank account number, you are required to enter it a second time.
- 3. **Payment Amount** – Enter the payment amount to be debited from your checking account.
- 4. **Payment Date** – Select the payment date.
 - **Today** – This is the default option. Your payment will be submitted the day you file your eForm.
 - **Schedule payment for** – Choose this option to select a future date to submit your payment. You may warehouse your payment for up to 90 days from the date you are filing. Click the calendar icon to select a future payment date.

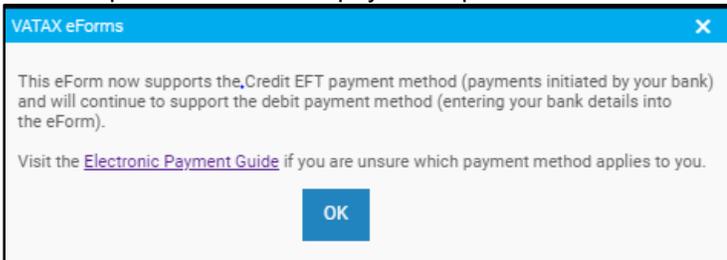
NOTE: If you select a **Payment Date** later than the due date of the return, you will be subject to penalty and interest.

Click **Next** to continue filing and paying your tax return. OR Click **Go Back** if you want to return to the previous details screen where you can make changes to the tax return OR Click **Save As Draft** to save the information up to this point and return later to complete it.

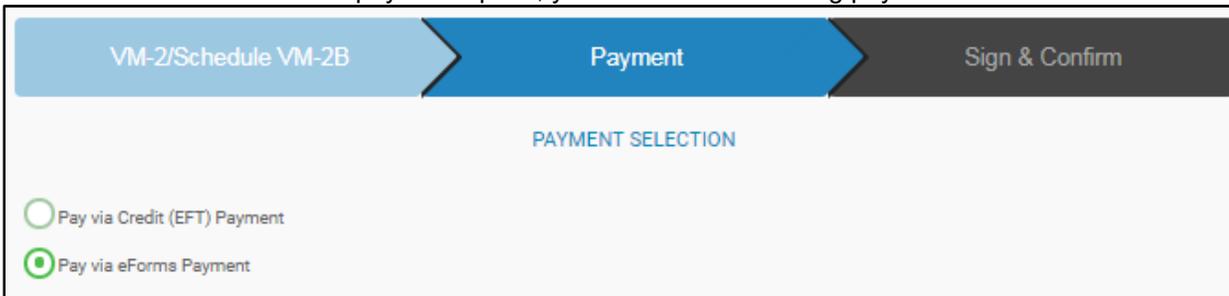
NOTE: IAT Notice – The Virginia Department of Taxation does not support International ACH Transactions, which are abbreviated as IAT. Click the “IAT Notice” button to display full details.

ACH Credit (EFT) Option

The ACH Credit option is currently available for select eForms. A pop up message appears when an eForm is selected that accepts the ACH Credit payment option.



For the eForms that have this payment option, you will see the following payment selections:



For more information on the electronic payment options, you can go to the [Electronic Payment Guide](#).

Payment Details, Electronic Signature and Optional Email Confirmation

After you click “Next”, the Payment Details, Electronic Signature and optional Email Confirmation pop-up will be displayed for you to review your payment details once more and electronically sign the eForm.

Virginia Tax
 Form VA-15 - Employer's Voucher for Payment of Virginia Income Tax Withheld (Semi-Weekly)

For Assistance: [eForms User Guide](#) [eForms FAQs](#) Status: NOT FILED
[Form VA-15 Instructions](#) [Contact Us](#)

VA-15
Payment
Sign & Confirm

Please review your payment details below.

PAYMENT INFORMATION

Bank Routing Number	Bank Account Number	Payment Amount	Payment Date
123456780	XXXXX6789	\$ 500.00	Today

ELECTRONIC SIGNATURE (REQUIRED)

I, the undersigned president, vice-president, treasurer, assistant treasurer, chief accounting officer, owner, or other officer duly authorized to act, of the corporation for which this return is made, declare under the penalties provided by law that this return (including any accompanying schedules and statements) has been examined by me and is, to the best of my knowledge and belief, a true, correct, and complete return, made in good faith, for the taxable year stated, pursuant to the income tax laws of the Commonwealth of Virginia. If prepared by a person other than taxpayer, their declaration is based on all information of which they have any knowledge.

Your Name	Your Title	Phone Number
1 <input type="text" value="Your Name..."/>	<input type="text" value="-----"/>	<input type="text" value="Phone Number..."/> 2

TAX PREPARER AUTHORIZATION (OPTIONAL)

By checking the box to the left, I (we) authorize the Virginia Department of Taxation to discuss this return with the undersigned Tax Preparer.

Are you the Tax Preparer? Yes No

Preparer FEIN/TIN	Preparer Name	Phone Number
<input type="text" value="Preparer FEIN/TIN..."/>	<input type="text" value="Preparer Name..."/>	<input type="text" value="Phone Number..."/>

EMAIL CONFIRMATION (OPTIONAL)

If you wish to receive a copy of the confirmation PDF, enter your email address below. This is optional and is provided as a backup if you cannot open/save the PDF on the next page. Entering your email address permits the Virginia Department of Taxation to email you the confirmation PDF for this transaction, which contains return and payment details.

The Department of Taxation discourages using non-business email addresses or shared mailboxes. Do not share this email or the contents therein with unauthorized persons. The Department of Taxation does not assume responsibility if an incorrect email address is entered.

Email Address	Re-Enter Email Address
<input type="text" value="Email Address..."/>	<input type="text" value="Re-Enter Email Address..."/>

Save As Draft
Go Back
File & Pay Now

If the payment information is correct then go to the Electronic Signature fields to electronically sign the return. Entering this information takes the place of a physical signature on your tax return, and is as important and carries the same responsibility as signing the paper tax return. If you have a Tax Preparer or you are the Tax Preparer, you may complete the optional section to provide authorization to discuss this eForm should it be necessary. Some eForms allow you to also enter an email address to send a confirmation page as a PDF (Portable Document Finder) to your email address. The email can be retained for your records as needed and you will still be able to save the information on your computer.

1. **Your Name** – Enter your first and last name.
2. **Phone Number** – Enter your phone number, including your area code.

NOTE: The Tax Department collects your name and phone number to contact you in the event there are issues with your return.

Click **File & Pay Now** to continue filing and paying your tax return OR Click **Go Back** if you want to return to the Payment Details screen to make changes to your payment information. For example, you may wish to change the **Payment Date** you originally selected.

NOTE: The **Payment Date** cannot be changed once you file your eForm.

Payment Confirmation

After you click “File & Pay Now”, the Confirmed Filing page will be displayed, confirming your filing and basic payment details. The Confirmation Number is your proof that you filed your tax return. The payment cannot be confirmed automatically as the information is sent to the banking institution using the bank routing number and bank account number provided.

The option to save and reuse business and banking information (Starter Return) will be addressed later in the guide.

Virginia Tax
Form VA-15 - Employer's Voucher for Payment of Virginia Income Tax Withheld (Semi-Weekly)

For Assistance: [eForms User Guide](#) [eForms FAQs](#) **Status: FILED AND PAID**
[Form VA-15 Instructions](#) [Contact Us](#) **Confirmation Number: EZ10970**
Filed On 08/02/2017 at 4:56:38 PM

VA-15 > Payment > Sign & Confirm > **Confirmation**

Thank you for using eForms. Your return and payment have been filed.
Confirmation Number: EZ10970
Filed On 08/02/2017 at 4:56:38 PM

Please print the form copy and confirmation for your records.

[Save/Print eForm](#)

If you would like to save your business and banking information to use on future returns, click [Save Starter Return](#). This will save your data to your computer and can be retrieved later when preparing your next VA15 form.

PAYMENT INFORMATION

Routing Number: 123456780
Bank Account Number: XXXXX6789
Payment Amount: \$500.00
Payment Date: Today

Tell us what you think of VATAX eForms! Take our [survey](#).

The return page will now provide confirmation number, timestamp and the status of your return.

1. **Confirmation Number and Timestamp** – Both items will indicate that the tax return has been filed.
2. **Status** – The status of the tax return now displays **FILED AND PAID** and the text will change from **red** to **green**.

Save/Print Your Confirmation

Once you have successfully filed and paid, you will have the option to save and/or print a PDF copy of your tax return and payment confirmation. A PDF (Portable Document Finder) is a type of image document supported by Adobe.

Virginia Tax
Form VA-15 - Employer's Voucher for Payment of Virginia Income Tax Withheld (Semi-Weekly)

For Assistance: [eForms User Guide](#) [eForms FAQs](#) **Status: FILED AND PAID**
[Form VA-15 Instructions](#) [Contact Us](#) **Confirmation Number: EZ12589**
Filed On 03/22/2018 at 3:20:30 PM

VA-15 > Payment > Sign & Confirm > Confirmation

Thank you for using eForms. Your return and payment have been filed.
Confirmation Number: EZ12589
Filed On 03/22/2018 at 3:20:30 PM

Please print the form copy and confirmation for your records.

[Save/Print my filed eForm](#) ←

You can now [return to Virginia Tax eForms](#) or close your browser window.

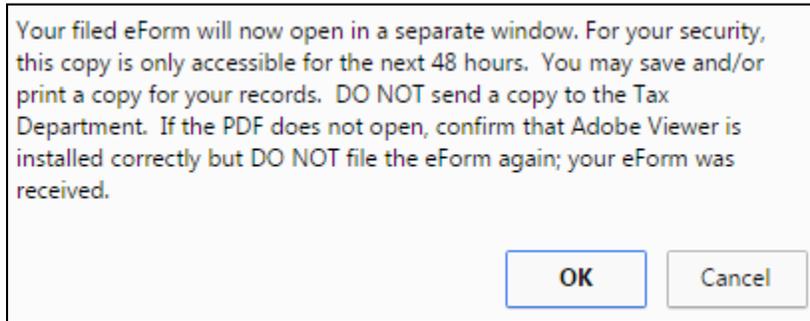
If you would like to save your business and banking information to use on future returns, click [Save Starter Return](#). This will save your data to your computer and can be retrieved later when preparing your next VA15 form.

PAYMENT INFORMATION

Routing Number: 123456780
Bank Account Number: XXXXX6789
Payment Amount: \$5,000.00
Payment Date: Today

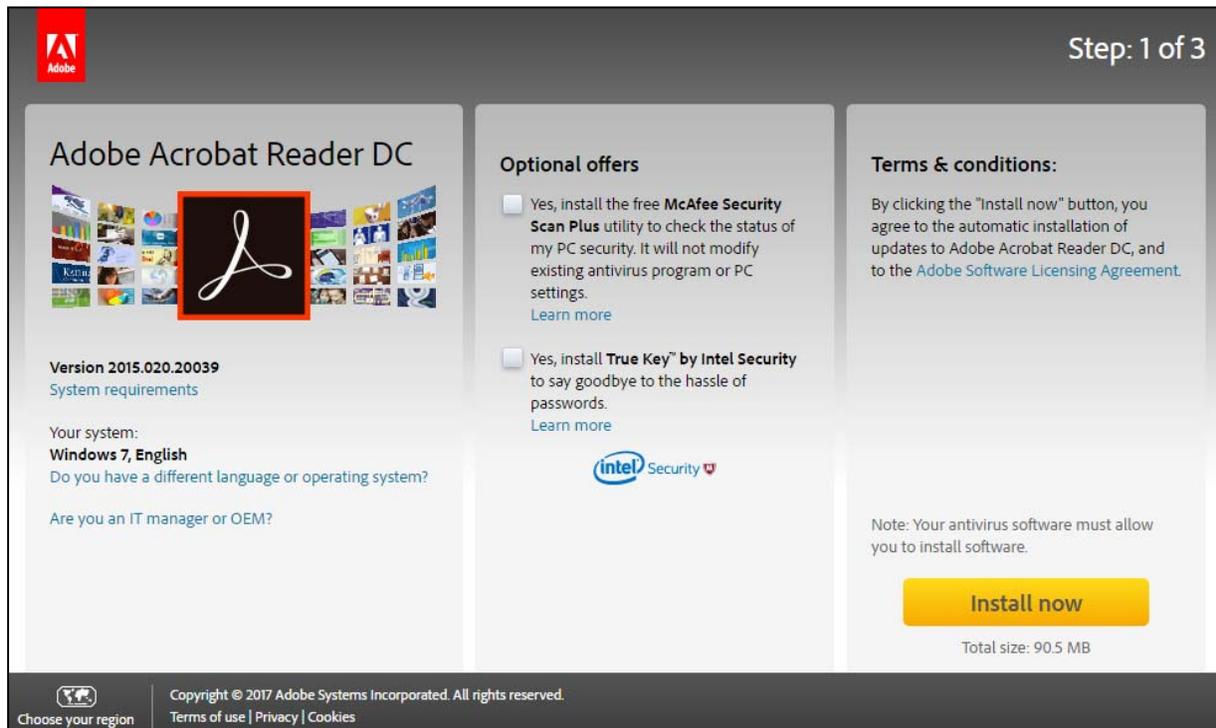
Tell us what you think of VATAX eForms! Take our [survey](#).

NOTE: It is important to Save/Print a copy of your tax eForm. Your return and confirmation will not be available once you close the screens or exit the eForms system.



Click “OK” to generate the PDF copy of your tax return. You can open the PDF to view your confirmation, or you can save the PDF file to your computer.

NOTE: If your computer cannot open a PDF, Adobe PDF Reader may not be installed or may be out of date. You will be asked to update the Reader from the Adobe website. You will not be able to open the PDF until your Reader is updated. Adobe PDF Reader and any available updates are free.



Example image from the Adobe Reader website.

The PDF contains all of the tax return information you entered, in a format that looks like a paper return. An additional page contains your payment confirmation details the Payment Date and the watermark (This is another reminder to **not** send this copy to the Tax Department).

Form VA-15 Employer's Voucher For Payment of Virginia Income Tax Withheld (Semi-Weekly)

FOR QUARTERLY PERIOD ENDING* 3/31/2016	Declaration and Signature I declare that this voucher (including accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct and complete.
FILED ON: 10/18/2016 02:39:42 PM EST CONFIRMATION #: EZ8053	John Doe Signature
ACCT NO. 30-541234567F-001	10/18/2016 (804) 555-8888 Date Phone Number
NAME John Doe	Total Amount Due <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> \$1,000.00 </div>
ADDRESS 123 Any St	
CITY STATE ZIP Richmond VA 23222	
* Please note that this VA-15 form reflects the ending month of the quarterly period in which it is due.	

VATAX eForms Payment Confirmation

Tax Account Number: 30-541234567F-001

Payment For: VA15 (period ending 3/31/2016)

Paid On: 10/18/2016 02:39:42 PM EST

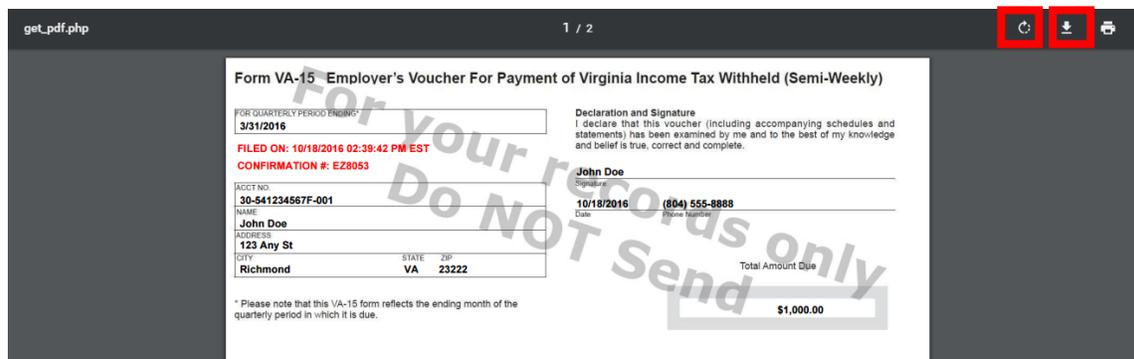
Payment Confirmation Number: EZ8053

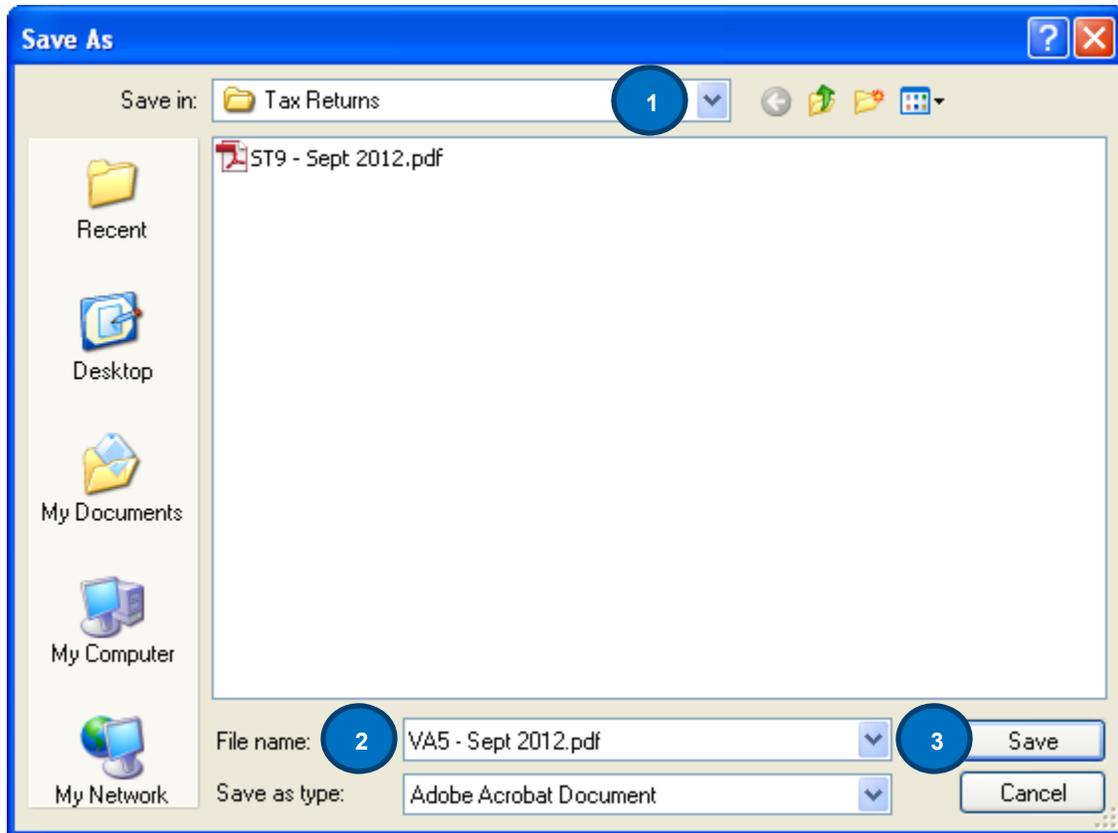
Routing Number: 123456780

Bank Account Number: XXXXX6789

Payment Amount: \$1,000.00

If you want to save the PDF to a location on your computer or print the PDF, you will select one of the options.





1. Select a folder or other location on your computer to save the PDF copy.

NOTE: To help organize your tax returns, it is good practice to create a specific folder for your copies and to name each copy differently.

2. You may enter a new file name (like in the example above) or use the default name displayed by eForms.
3. Click the “Save” button to finish saving the document to your computer.

Once you have filed (and paid), and saved and/or printed a copy of your tax return, you may exit the eForm system by closing your internet browser window.

Filing Zero Due Tax Returns

If you file an eForm where no tax is due (\$0.00), you must still complete the required fields, review the form and electronically sign the tax return. Since no payment is due, you will skip the Payment Details screens.

Note: There are some eForms that do not allow a zero due return to be filed. These eForms will have a note on the return.

The following example is for an ST-9 Single Locality Filer for Sales and Use Tax eForm where no tax is withheld, i.e. a zero (\$0) tax return.

The screenshot displays the Virginia Tax Form ST-9 interface. At the top, it identifies the form as 'Form ST-9 - Virginia Retail Sales and Use Tax Return' and shows the status as 'NOT FILED'. The interface is divided into three main sections: 'ST-9', 'Payment', and 'Sign & Confirm'. The 'ST-9' section is active and contains the following fields:

- FOR PERIOD:** Frequency (Monthly selected), Year (2018), and Locality (Richmond City - 51760).
- ACCOUNT NUMBER:** FEIN (541472589) and Account Suffix (001).
- DEMOGRAPHICS:** Business Name (John Doe Business), Mailing Address (123 Any Street), City (Richmond), State (Virginia), and ZIP (23222).
- Checkboxes:** 'Check if this is an amended return.' (unchecked) and 'Are your State Exempt Sales fully exempted by your Locality?' (Yes selected).

On the right side, there is a list of 18 tax items, all with a value of \$ 0.00:

- Gross Sales and/or Rentals
- Personal Use
- Exempt Sales and Other Deductions
- Total Taxable State Sales and Use
- State - Qualifying Food Sales and Use (Sales: \$ 0.00, Amount Due: \$ 0.00)
- State - General Sales and Use (Sales: \$ 0.00, Amount Due: \$ 0.00)
- State Tax
- Dealer Discount
- Net State Tax
- Additional State Sales Tax - Regional Transportation
 - 10a. Northern Virginia (Sales: \$ 0.00, Amount Due: \$ 0.00)
 - 10b. Hampton Roads (Sales: \$ 0.00, Amount Due: \$ 0.00)
- Total State and Regional Tax
- Local Tax
- Total State, Regional and Local Tax
- Prepaid Wireless Fee (Number of Items Sold: 0, Fee (Net of Discount): \$ 0.00)
- Total Taxes and Fees
- Penalty
- Interest
- Total Amount Due

At the bottom of the form, there are three buttons: 'Save As Draft', 'Make Changes', and 'Next'.

Click **Next** and you will go to the Electronic Signature Page.

Virginia Tax
Form ST-9 - Virginia Retail Sales and Use Tax Return

For Assistance: [eForms User Guide](#) [eForms FAQs](#) Status: **NOT FILED**

[Form ST-9 Instructions](#) [Contact Us](#)

ST-9 >
 No Payment Required >
 Sign & Confirm

ELECTRONIC SIGNATURE (REQUIRED)

I, the undersigned president, vice-president, treasurer, assistant treasurer, chief accounting officer, owner, or other officer duly authorized to act, of the corporation for which this return is made, declare under the penalties provided by law that this return (including any accompanying schedules and statements) has been examined by me and is, to the best of my knowledge and belief, a true, correct, and complete return, made in good faith, for the taxable year stated, pursuant to the income tax laws of the Commonwealth of Virginia. If prepared by a person other than taxpayer, their declaration is based on all information of which they have any knowledge.

Your Name	Your Title	Phone Number
John Doe	President	(804) 367-4030

TAX PREPARER AUTHORIZATION (OPTIONAL)

By checking the box to the left, I (we) authorize the Virginia Department of Taxation to discuss this return with the undersigned Tax Preparer.

Are you the Tax Preparer? Yes No

Preparer FEIN/TIN	Preparer Name	Phone Number
Preparer FEIN/TIN...	Preparer Name...	Phone Number....

EMAIL CONFIRMATION (OPTIONAL)

If you wish to receive a copy of the confirmation PDF, enter your email address below. This is optional and is provided as a backup if you cannot open/save the PDF on the next page. Entering your email address permits the Virginia Department of Taxation to email you the confirmation PDF for this transaction, which contains return and payment details.

The Department of Taxation discourages using non-business email addresses or shared mailboxes. Do not share this email or the contents therein with unauthorized persons. The Department of Taxation does not assume responsibility if an incorrect email address is entered.

Email Address	Re-Enter Email Address
Email Address....	Re-Enter Email Address....

Save As Draft
Go Back
File Now

Click **File Now** if the filing is correct and ready to file. You can still save or print the PDF just like any other eForm.

Virginia Tax
Form ST-9 - Virginia Retail Sales and Use Tax Return

For Assistance: [eForms User Guide](#) [eForms FAQs](#) Status: **FILED (NO PAYMENT REQUIRED)**

[Form ST-9 Instructions](#) [Contact Us](#)

Confirmation Number: EZ12590
Filed On 03/22/2018 at 3:24:03 PM

ST-9 >
 No Payment Required >
 Sign & Confirm >
 Confirmation

Thank you for using eForms. Your return has been filed.

Confirmation Number: EZ12590

Filed On 03/22/2018 at 3:24:03 PM

Please print the form copy and confirmation for your records.

Save/Print my filed eForm

You can now [return to Virginia Tax eForms](#) or close your browser window.

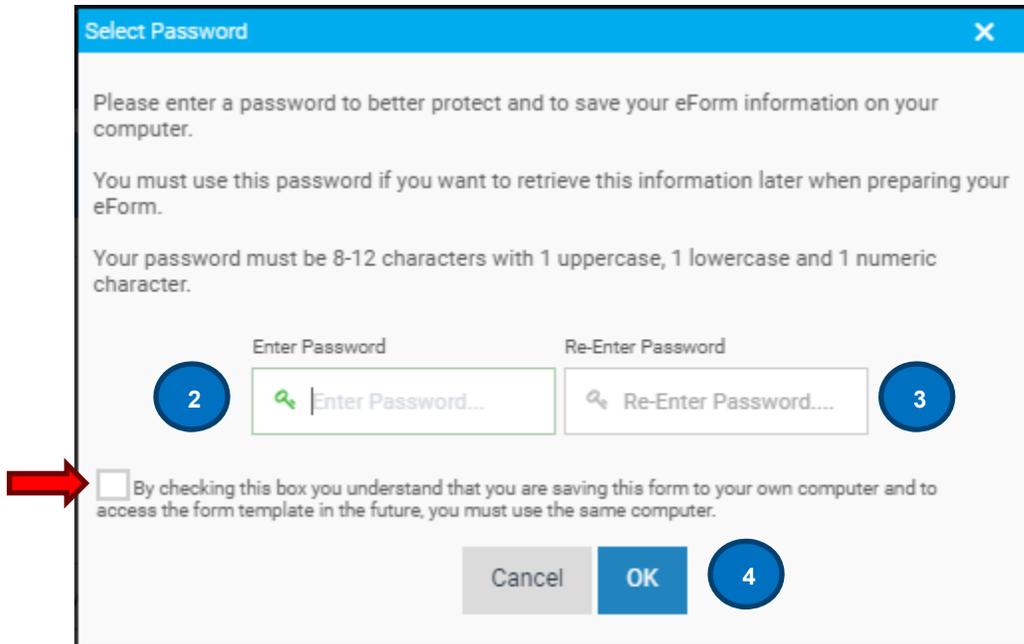
If you would like to save your business and banking information to use on future returns, click [Save Starter Return](#). This will save your data to your computer and can be retrieved later when preparing your next ST9 form.

Tell us what you think of VATAX eForms! Take our [survey](#).

Saving Your Information – Save As Draft Return

As noted earlier, you can save your progress and come back to finish it later in what is known as a Draft. Since the data is saved to your computer, you must continue on the same computer in which you saved the Draft. The example below is a partially completed ST-9 eForm.

1. Click “Save as Draft.” The Select Password pop-up will prompt you to choose a password to save your eForm Draft.



- 2. Password** – You must enter a password that is 8-12 characters long and includes 1 uppercase, 1 lowercase, and 1 numeric character. To confirm you entered the correct password, you are required to enter it a second time.
- 3. Terms & Conditions** – You are required to check this box to indicate that you accept the eForms Terms and Conditions.
- 4. OK** – Click this button to save your eForm Draft data to your computer.

 **Important Item to Note**

- 1. Cancel** – Click this button to return to the tax return details screen.

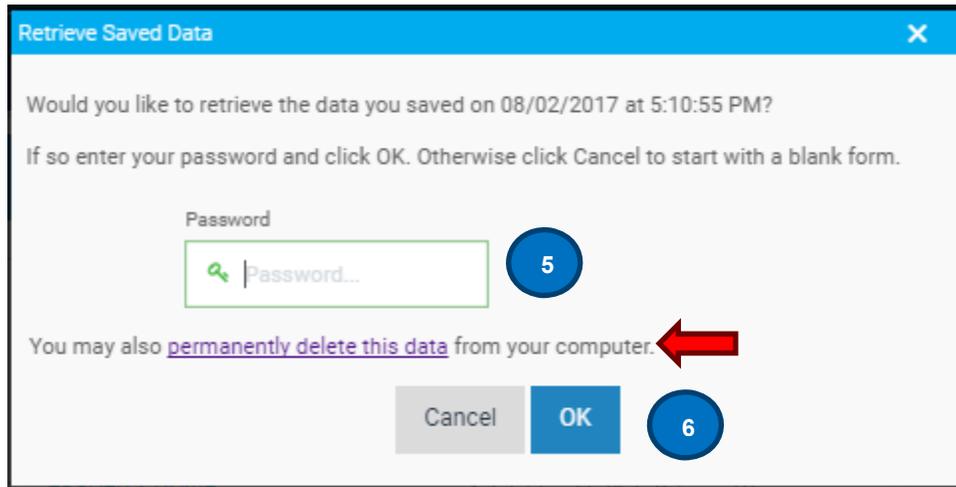
Once you click “OK”, a pop-up message will indicate that your eForm Draft data has been saved to your computer.



After you click “OK”, you may exit the eForm system by closing your internet browser window. Your eForm information will be saved to your computer to access later.

NOTE: If you delete your internet history before you return to complete the eForm, the saved data may no longer be retrieved.

If you are ready to complete your tax return, visit the eForms home page and click on the eForm you started. You will be prompted for your password to retrieve the data.



5. **Password** – Enter the password you previously chose.

NOTE: The Tax Department does not store passwords and cannot reset them for you.

6. **OK** – Click this button to open the saved eForm and continue your tax return OR click **Cancel** if you forgot your password, clicking this button will display a blank eForm for you to use OR click **Delete Data** to remove all saved data related to this eForm.

Saving Your Information – Starter Return

As noted earlier, you have the option to save and reuse your business and banking information in a [Starter Return](#).

A Starter Return is a [template](#) created from a filed eForm and saves common information that is on each tax return such as name and address, account number, and banking information. It will not save any of the tax financial information that is specific to a reporting period such as payment amounts.

The purpose of the Starter Return is to save you time by eliminating the need to re-enter the same business and banking information each time you file. Since the data is saved to your computer, you can only access your data on the [same computer](#) in which you originally saved the Starter Return.

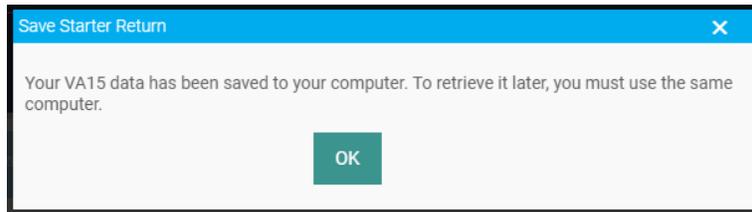
You have the option to save your Starter Return at the Confirmed Filing pop-up once you file (and pay) your tax return.

1. Click the “Save Starter Return” button to start saving your template data.

The Select Password pop-up will prompt you to choose a password to save your Starter Return.

- 2. Password** – You must enter a password that is 8-12 characters long and includes 1 uppercase, 1 lowercase, and 1 numeric character. To confirm you entered the correct password, you are required to enter it a second time.
- 3. Terms & Conditions** – You are required to check this box to indicate that you accept the eForms Terms and Conditions.
- 4. OK** – Click this button to save your eForm Starter Return data to your computer. OR click **Cancel** to return to the Confirmed Filing screen.

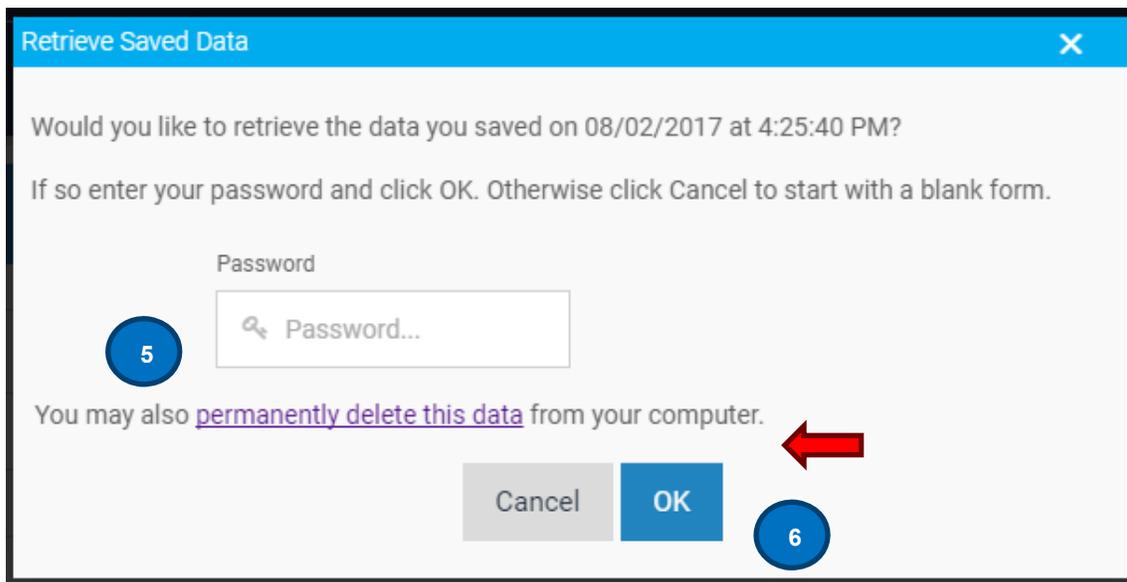
Once you click “OK”, a pop-up message will indicate that your eForm Starter Return data has been saved to your computer.



After you click “OK”, you may exit the eForm system by closing your internet browser window.

NOTE: Your eForm information will be saved to your computer to access later. If you delete your internet history before you return to complete the eForm, the saved data may no longer be retrieved.

When you are ready to complete your tax return for the next filing period, visit the eForms page and click on the appropriate eForm. You will be prompted for your password to retrieve the data.



- 5. Password** – Enter the password you previously chose.

NOTE: The Tax Department does not store passwords and cannot reset them for you.

- 6. OK** – Click this button to open the saved eForm and continue your tax return. OR click **Cancel** if you forgot your password, clicking this button will display a blank eForm for you to use. OR click **Delete Data** to remove all saved data related to this eForm.

Return to the eForms Home Page

You can return to the eForms homepage after filing your eForm by clicking on the hyperlink on the Return to Virginia Tax eForms. This is helpful when you need to access additional eForms to file/pay.

The screenshot shows the confirmation page for a Virginia Tax eForm. At the top, the Virginia Tax logo is displayed next to the text "Form ST-9 - Virginia Retail Sales and Use Tax Return". Below this, there are links for assistance: "eForms User Guide", "eForms FAQs", "Form ST-9 Instructions", and "Contact Us". The status is "FILED (NO PAYMENT REQUIRED)" and the confirmation number is "EZ12591", filed on "03/22/2018 at 3:28:50 PM". A progress bar shows four steps: "ST-9", "No Payment Required", "Sign & Confirm", and "Confirmation". The main message reads: "Thank you for using eForms. Your return has been filed. Confirmation Number: EZ12591. Filed On 03/22/2018 at 3:28:50 PM. Please print the form copy and confirmation for your records." A blue button labeled "Save/Print my filed eForm" is present. Below the button, the text says "You can now [return to Virginia Tax eForms](#) or close your browser window." The link "return to Virginia Tax eForms" is circled in red. At the bottom, there is a link to "Save Starter Return" and a survey link.

Virginia Tax
Form ST-9 - Virginia Retail Sales and Use Tax Return

For Assistance: [eForms User Guide](#) [eForms FAQs](#) **Status: FILED (NO PAYMENT REQUIRED)**
[Form ST-9 Instructions](#) [Contact Us](#) **Confirmation Number: EZ12591**
Filed On 03/22/2018 at 3:28:50 PM

ST-9 > No Payment Required > Sign & Confirm > Confirmation

Thank you for using eForms. Your return has been filed.
Confirmation Number: EZ12591
Filed On 03/22/2018 at 3:28:50 PM

Please print the form copy and confirmation for your records.

[Save/Print my filed eForm](#)

You can now [return to Virginia Tax eForms](#) or close your browser window.

If you would like to save your business and banking information to use on future returns, click [Save Starter Return](#). This will save your data to your computer and can be retrieved later when preparing your next ST9 form.

Tell us what you think of VATAX eForms! Take our [survey](#).