Quick Reference: Form 760 - Tax Year 2022

Formats:

- 760 Handprint return
- 760CG return with 2D barcode
- 760CG return without 2D barcode

Types:

- 760 Refund returns with an **ACCEPTED** accelerated refund.
- 760 Refund returns with a **DENIED** accelerated refund.
- 760 Refund returns which were eligible for an Accelerated Refund but ***not processed as such***.
- 760 Refund returns which were **NOT** eligible for an Accelerated Refund.
- 760 Tax Due returns received with or without remittance.

Process as Direct File:

- E-file indicator of **XXXXX** appears in the upper right portion of Form 760CG.
  - If the indicator **XXXXX** is printed on the return, highlight the indicator using a YELLOW highlighter.
- Return's address doesn't belong in your locality.

Key Items to Review:

- Local Refund Returns with an **ACCEPTED** accelerated refund
  - **LAR** bubble must be filled/"X" entered on LAR line.
- Local Refund Returns with a **DENIED** accelerated refund
  - **DLAR** bubble must be filled/"X" entered on LAR line.
- Local Tax Due Returns
  - **LTD** bubble must be filled/"X" entered on LTD line.
  - Payment amount (or ZERO/"0") must be entered on the $____ line.
- Locality Code – the proper 3-digit FIPS Code must be entered.
- FAGI – if line 1 is blank, compute the amount by working backwards from lines 2 and 4-7.
- Itemized Deductions claimed on Line 10 - check for a Virginia Schedule A.
  - If Virginia Schedule A is missing, code "**SA**"
- Handprint Returns - review lines 19a, 19b, 20, and 26 and ensure the amount on line 26 is correct.
- Credit for Tax Paid to Another State
  - Check for other state's return
  - If claimed and other state's return isn't attached and the credit is equal to or more than $500, code "**MX**"
- Schedule OSC/net tax amount - compare line 18 (Form 760) to the total of lines 10 and 20 (Schedule OSC).
  - If line 18 (Form 760) is less than line 10 (Schedule OSC) and line 20 (Schedule OSC), adjust the OSC amounts down until they are less than Line 18 (Form 760).
- Farmer/Fisherman/Merchant Seaman box is checked:
  - On/before April 15, 2023, code "**IX**"
  - After April 15, 2023, code "**UX**"
- Form 1310 – if attached, code "**DX**"

Transmittal to Virginia Tax:

- Complete a LAP-SORT 1 or LAP-SORT 2 form for each stack of returns.
- Rubberband the returns in each stack together.

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