

Correct and Resubmit Rejected Local Estimated Payment Information to Virginia Tax - Electronic Submission

Process

[HANDLE LOCAL ESTIMATED PAYMENTS](#)

Effective Date

12/01/2020

Purpose

This task is performed to correct and resubmit a rejected electronic file of local estimated payment data to Virginia Tax via EESMC (External Entity Secure Messaging Center) and to also notify the Virginia Tax Local Estimated Payment Team of the resubmitted file.

Special Notes

- In an effort to prevent erroneous data from entering IRMS, Virginia Tax performs simple edits on the data in the Local Estimated Payment files submitted through EESMC. This will help ensure that the file is complete enough to process. If any part of the file fails to pass any of the edits, the file will be rejected without processing.
- If errors are found, an automated e-mail notification is sent to the locality notifying the individual that uploaded the file originally that a "data file" (or error message) should be reviewed in EESMC

Procedure

Responsibility

Treasurer's Office Locality Representative

Steps

1. Receive an automated e-mail notification regarding EESMC file.
2. Access EESMC to review the "Download Files" in the "File Transfer Section".
3. Review the error message(s) by clicking the red arrow.
NOTE: Each error message is formatted External ID/ ID Type/ Deposit Code / Error Message(s). This will assist in locating the account on a specific file since localities may submit multiple files during a given time period.
4. Correct the information in the file based on the error message(s).
Please refer to Job Aid: [EESMC Local Estimated Payment Files - Error Messages](#)
5. Resubmit the corrected file via EESMC.
Please refer to User Guide: [EESMC User Guide, Chapter 1](#)
6. Handle the Transmittal.
 - A. If correcting taxpayer data within a record on the file, go to Step 7.

- B. If resubmitting the file because specifics related to the file have changed such as the **record count**, the **total amount** of money represented on the file, etc.
- 1) Complete a **new** Transmittal (or correct information on the original Transmittal).
 - 2) Write "**RESUBMITTED CHANGED TRANSMITTAL**" prominently in the top center of the page. Go to STEP 7.
7. Forward the Transmittal to the Virginia Tax Local Estimated Payment Team via email (or fax).
NOTE: The **preferred method** of submitting this information to Virginia Tax is **email**.
When sending the Transmittal, please **do not include** a copy of the deposit certificate,
- A. If emailing the Transmittal to TAX-ProcessingEESMC@tax.virginia.gov, include the following on the Subject line:
- File Name
 - Name of the locality.
- B. If faxing the Transmittal, please direct it to (804) 367-3014.
NOTE: Please do not include a coversheet.

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