

PROCESS RETURNS ELECTRONICALLY IN THE LOCALITY - TAX YEAR 2023

Effective Date

01/01/2024

Overview

Local offices have the ability to file individual income tax returns either on paper or electronically via e-File. The customer must be present when the current year return is being efiled, and it may only be handled when the customer requests electronic filing.

e-File is the Internal Revenue Service's (IRS) joint federal/state electronic filing program where tax returns are filed using commercial tax preparation software. Each local office must decide how they will use e-File for federal and state returns in order to communicate these services to customers. Localities can choose to (1) prepare and efile federal AND state tax returns, (2) efile federal tax returns AND prepare and efile state tax returns or (3) prepare and efile **ONLY** state tax returns if the software supports "state only" efile.

Electronic filing of current year Forms 760, 763, 760PY, and 770 is supported by TAX. However, while efilings of Form 770 is allowed, all software packages/versions of software packages may not support this form type.

Localities that e-File returns will receive credit for **preparing** and **filing** the Virginia state return.

Returns filed electronically by Localities through e-File are considered "Direct" filed returns in terms of IRMS processing (*even though the locality will receive credit for the returns as **local filed***). For tax due returns, unless the customer pays through Direct Debit or Credit Card, all check payments must be sent to Virginia Tax to be processed as "Direct" filed payments using a 760-PMT payment voucher (or 760-PFF voucher if a farmer/fisherman) or 770PMT payment voucher (for a Form 770).

Returns filed electronically streamline the processing of returns by eliminating the need for local office personnel to manually screen the paper documents. These procedures address all Locality electronic filing and preparing needs for customers' tax year **2023** returns.

In the event you have questions concerning electronic filing, answers to the IRS frequently asked questions and other additional filing information are located on the official IRS [website](#).

NOTE: Customers also have the option of using Free File which is supported by third-party products intended for customers' use **only**. Localities must **not** use those products. To receive credit for preparing and filing returns electronically, localities must first become an authorized e-File provider.

Tasks

[Become an Authorized e-File Provider](#)

[Process e-File Returns in the Locality](#)

Publication Date

12/01/2023