

# PROCESS TAX DUE RETURNS IN THE LOCALITY

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## Effective Date

01/01/2024

## Overview

A Memorandum of Assessment (Form 759) must be completed for each tax due return **processed** in the Local Office, with or without payment. If the locality's automated system has the capability of capturing Memorandum of Assessment information, a Form 759 does not need to be completed. The Auditor of Public Accounts (APA) will expect the locality's automated system to reflect the same data as captured using the paper Form 759.

The Commissioner of the Revenue should not complete a Memorandum of Assessment when the "amount you owe" line on the tax return is \$4.50 or less. If the amount paid with the return results in an outstanding amount still owed of \$4.50 or less, a bill should not be forwarded to the Treasurer. This reduces the number of small bills and creates efficiency in collections. Small bills that are not collected may delay processing of the Uncollectible List which the Treasurer forwards to Virginia Tax after the processing year ends.

Certain tax returns may not be processed in the locality. These returns and payments must be sent to Virginia Tax to be processed as a "Direct File" return; a Memorandum of Assessment is not completed for "Direct File" tax due returns. Localities choosing to file returns for taxpayers via e-File **must** in all cases handle any payment received in a "Direct File" method. Payments that accompany efiled returns are to be sent to Virginia with a completed 760-PMT once the associated return has been e-filed.

Please refer to TASK: [Open and Sort Mail](#) for a complete list of returns that must be submitted to Virginia Tax for processing as "Direct File" returns.

## Tasks

[Compute and Record the Amount Due Using Form 759](#)  
[Record Payments Received After the Return is Processed](#)  
[Report Overpayments to Department of Accounts](#)  
[Submit the Monthly Summary \(Form 759-C\) of Tax Due Returns](#)

## Published Date

12/01/2023