

SCREEN LOCAL FILED TAX RETURNS - TAX YEAR 2023

Effective Date

01/01/2024

Overview

"Local File" localities are responsible for screening designated tax returns filed with the office. Screening is performed to ensure that the tax return is complete and necessary information for data capture and processing is provided. This process includes a general screening task to be used for the form types identified below as well as detailed screening tasks for each specific form type. The screening tasks in this section refer to the **Tax Year 2023** Individual Income Tax forms listed below:

- Form 760 - Individual Income Tax Return (760 Handprint and 760CG with/without a 2D barcode)
- Form 760PY - Part-Year Resident Individual Income Tax Return
- Form 763 - Nonresident Individual Income Tax Return
- Form 763-S - Virginia Special Nonresident Claim for Individual Income Tax Withheld
- Form 770 - Virginia Fiduciary Income Tax Return

In **Tax Year 2019**, an additional screening task was added that is specifically tailored to identifying current year Form 760 returns which may be eligible for an accelerated refund. By quickly identifying these returns, this will ensure they are handled by personnel in a priority fashion.

This process does not pertain to the **Category 7** returns, which are to be processed by Virginia Tax as "**Direct File**". Please refer to Task: [Open and Sort Mail](#).

A locality is referred to as either "Direct File" or as "Local File" with regard to whether the screening function is handled or not. The screening tasks in this process are performed by "Local File" localities. A "Direct File" locality accepts tax returns for transmittal to Virginia Tax **without** performing local screening tasks.

Tasks

[Screen for Accelerated Refund \(Form 760\) – Tax Year 2023](#)

[General Screening of Individual Income Tax Returns - Tax Year 2023](#)

[Screen Form 760 - Tax Year 2023](#)

[Screen Form 760PY - Tax Year 2023](#)

[Screen Form 763 - Tax Year 2023](#)

[Screen Form 763-S - Tax Year 2023](#)

[Screen Form 770 - Tax Year 2023](#)

Publication Date

12/01/2023