

# Transmit Returns to Virginia Tax

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## Process

[TRANSMIT LOCAL FILE RETURNS TO VIRGINIA TAX](#)

## Effective Date

01/01/2025

## Purpose

This task is performed by personnel in the locality responsible for shipping tax returns to Virginia Tax. The Commissioner of Revenue's Office Locality Representative performs this task after the returns have been sorted, screened, and prepared for transmittal to Virginia Tax.

## Special Notes

- Completed work **must be transmitted** promptly to Virginia Tax. Daily transmittal is encouraged during peak season. Weekly transmittal is encouraged in the off-peak season.
  - Peak Season = January through May and October
  - Off-Peak Season = June through September and November through December
- Each bundle should **always** be accompanied by one of these four group control documents:
  - LAP-Sort 1 document,
  - LAP-Sort 2 document,
  - LOCAL AR ACCEPTED (GREEN) group control document,
  - LOCAL AR DENIED (PINK) group control document for ready identification.
- For purposes of this procedure, a box (or envelope) will be referred to as a package.
- **Each** package should **always** contain a local Shipment Form.

## Procedure

### Responsibility

Commissioner of Revenue's Office Locality Representative

### Steps

1. Gather all tax return bundles with attached group control documents to be shipped to Virginia Tax for processing.
2. Ensure all documents in each bundle are aligned in the same direction.
3. Verify that an identifying group control document has been placed on top/front of each bundle.

NOTE: Documents will be identified by one of the following documents:

- Form [LAP-Sort 1](#) (Local File documents)
- Form [LAP-Sort 2](#) (Direct File documents)
- [LOCAL AR ACCEPTED \(GREEN\) group control document](#)

- [LOCAL AR DENIED \(PINK\) group control document](#)

4. Place the bundles in a plain package for shipping.

NOTE: All categories of returns may be shipped in one package. **DO NOT OVERSTUFF** the package.

5. Retrieve and prepare a Locality Shipment Form by entering the following information:

- Locality Name.
- FIPS Code of the Locality Transmitting the items.
- Mailing Date in month, day, and year sequence.
- Shipment Number.

NOTE: The Shipment Number should be assigned **sequentially** from **001** upwards, commencing with the first shipment of the tax year. This will allow for ease of shipment tracking. Refer to FORM: [Locality Shipment Form](#).

- Contact Name.
- Contact Phone Number.

6. Photocopy the Locality Shipment Form.

7. Place the original of the Locality Shipment Form on top of the bundles of documents in the package.

8. Close the package and ensure the package is adequately sealed using shipping tape.

9. Write the Shipment Number on the outside of the package in a prominent location.

NOTE: The Shipment Number written on the outside of the package should match the Shipment Number written on the Locality Shipment Form inside the package.

A. If shipping a box (or envelope), ship to the following address:

**Virginia Department of Taxation  
Tax Processing Operations  
Post Office Box 1336  
Richmond, Virginia 23218-1336**

B. If using other postal carrier services (such as UPS, FedEx or DHL), ship to:

**Virginia Department of Taxation  
Tax Processing Operations  
1957 Westmoreland Street  
Richmond, Virginia 23230**

10. File the copy of the Locality Shipment Form as outlined in your office's procedures.

11. Repeat Steps 4 through 10 until all bundles of returns that need to be transmitted to Virginia Tax have been prepared for shipping.

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