

Correct and Resubmit Rejected Local Uncollectible List - EESMC

Process

[UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY](#)

Effective Date

1/1/2022

Purpose

This task is performed by Locality Representatives in the Local Treasurer's Office to correct and resubmit a rejected External Entity Secure Messaging Center (EESMC) Uncollectible file to Virginia Tax. In addition, the Locality Representative is responsible for notifying the Local Tax Team regarding the resubmitted file by faxing a revised Uncollectible Transmittal Form.

Special Notes

- In an effort to prevent erroneous data from entering IRMS, Virginia Tax performs simple edits on the data in the Local Uncollectible 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 error report is sent to the individual who originally uploaded the file via EESMC (file originator), and the file is returned to the originator via EESMC.
- Once errors are corrected, the file must be resubmitted to Virginia Tax for processing.

Procedure

Responsibility

Treasurer's Office Locality Representative

Steps

1. Access the EESMC "Secure Messages" box and review the "Access Inbox/New Messages."
NOTE: An automated notification may be present regarding a returned Uncollectible file.
2. Access the "Download Files" in the "File Transfers" box.
3. Review the error message(s) by clicking the red arrow.
NOTE: Each error message is formatted as follows:
FIPS Code / Taxable Year / External ID / Customer Name / Error Message(s).
4. Correct the file based on the error message(s) provided.
(Detailed information is available in Job Aid: [EESMC Local Uncollectible Files - Error Messages](#) for resolving errors that may be received on an Uncollectible file.)
5. Make the necessary adjustments to the data in the Uncollectible file.
6. Generate/create a corrected Uncollectible file.

7. Upload the corrected Uncollectible file to Virginia Tax via EESMC.
(Please refer to User Guide: [External Entity Secure Messaging Center \(EESMC\) User Guide - Chapter 1.](#))
8. Prepare/generate an Uncollectible Transmittal Form. (Refer to Task: [Complete the Local Uncollectible Transmittal Form.](#))
9. Write **REVISED** prominently at the top of the Uncollectible Transmittal Form.
NOTE: This is an indicator to the Local Tax Team that an Uncollectible file has been resubmitted.
10. Fax the Uncollectible Transmittal Form to the Local Tax Team at (804) 367-3014.
11. Retain the Uncollectible Transmittal Form and fax transmission sheet, as applicable, in the designated file in the Treasurer's Office.

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