

Submit the Local Uncollectible List - EESMC

Process

[UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY](#)

Effective Date

1/1/2022

Purpose

This task is performed when submitting an electronic file of local Uncollectible list data to Virginia Tax via EESMC (External Entity Secure Messaging Center) and to notify the Local Tax Team about the submitted file. Locality Representatives in the Local Treasurer's Office perform this task.

Special Notes

- The electronic file of Uncollectible List data is prepared by the locality and submitted after January 1st following the close of the calendar year.
- The Uncollectible Transmittal Form is completed to identify the locality submitting the information, provide the number of Uncollectible bills being submitted by the locality, and summarizes the financial data in the file. A facsimile version of this form may be produced by the locality's software. The facsimile version may be submitted as long as all the prescribed data elements from the flat form are shown on the facsimile version of the form.
- The EESMC electronic file will not be processed until the Uncollectible Transmittal Form is received by the Local Tax Team.

Procedure

Responsibility

Treasurer's Office Locality Representative

Steps

1. Prepare the electronic Uncollectible List file containing the required information in the file format prescribed by Virginia Tax.
(Please refer to the [External Entity Secure Messaging Center \(EESMC\) User Guide - Appendix 3, Local Uncollectible File Format.](#))
2. Name the file in accordance with the recommended file naming convention.
Please refer to the [External Entity Secure Messaging Center \(EESMC\) User Guide - Appendix 1, Local File Naming Conventions](#)
3. Complete a Uncollectible Transmittal Form.
(Please refer to TASK: [Complete the Local Uncollectible Transmittal Form.](#))

4. Submit the local Uncollectible List via EESMC.
(Please refer to the [External Entity Secure Messaging Center \(EESMC\) User Guide - Chapter 1](#)
NOTE: The file must be submitted using the **File Transfers** function in EESMC to **Send/Upload Files**. A file submitted erroneously using the **Secure Messages** function will **not** be processed.
5. View the Confirmation window in EESMC to confirm that the file was successfully transmitted to Virginia Tax.
 - A. If the file was successfully transmitted, go to Step 6.
 - B. If the file cannot be transmitted, return to the Send/Upload Files screen and upload the file again.
 - 1) If the file uploads successfully, go to Step 6.
 - 2) If the problem persists, problem-solve to verify that the office has internet access and that there are no local communication issues present.
 - a. If the problem is identified and resolved, return to Step 4.
 - b. If the problem cannot be resolved, contact IRMS Support by emailing to IRMS.Support@tax.virginia.gov.
6. Fax the completed Uncollectible Transmittal to Virginia Tax **after** the file has successfully transmitted.
Department of Taxation
Local Tax Team
(804) 367-3014
7. Archive the Transmittal in the designated file.

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