Submit the Local Uncollectible List - IRMS

Process

[UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY](#)

Effective Date

1/1/2023

Purpose

This task is performed to submit the **completed** Local Uncollectible List to Virginia Tax. Locality Representatives in the Local Treasurer's Office perform this task when all uncollectible bills have been entered on the Local Uncollectible List.

Special Notes

- Uncollectible List data may be keyed into IRMS by the locality beginning on January 31, unless the Virginia Tax Processing Manager sends email notification with different instructions.
- The submit function on the IRMS Local Uncollectible Entry screen may be used only once. The list must be complete and accurate **before** pressing the submit key.
- **A copy of the list should be printed for the local records <u>before</u> the data is submitted.** The list may <u>**not**</u> be printed after it is submitted.
- The "Uncollectible Advice Amount statement" with the Transmittal form explains how the system computes the Advice Amount for the entered Uncollectible bills.

Procedure

Responsibility
Treasurer's Office Locality Representative

Steps
1. Access IRMS and select **Tax Information: Local Uncollectible** from the main menu.
   NOTE: The <u>Local Uncollectible Entry</u> window opens.
2. Select **Local Uncollectible: Existing Information**.
3. Review the information on the Local Uncollectible List.
   A. If updates need to be made to the list, make updates as needed.
      Please refer to TASK: [Maintain the Local Uncollectible List Information - IRMS.](#)
   B. If no updates are needed, continue to Step 4.
4. Print a copy of the **Local Uncollectible List** for retention in the local office.
   A. Select **Local Uncollectible: Print Existing List**.
   B. Retrieve the printed list from your printer.
   C. Review the data and verify that all the customer data printed properly.

5. Create an Uncollectible Transmittal Form to summarize the Uncollectible List.
    (Please refer to TASK: Complete the Local Uncollectible Transmittal Form.)
6. Compare the "Uncollectible Balance" computed by IRMS to the "Uncollectible Balance" associated with the Uncollectible List.
    NOTE: The system prompts the operator with the Advice Amount computed by the system for those customers that could be entered in IRMS. (Refer to the "Uncollectible Advice Amount statement" with the Transmittal Form for an explanation of the computation. The "Uncollectible Balance" computed by IRMS should equal the amount computed by the locality.)
    A. If there are corrections to be handled on taxpayer accounts, the Local Tax Team will need to resolve these errors before the information may be submitted by the locality through IRMS.
    B. If there are no corrections needed on the taxpayer accounts and the Advice Amount computed by IRMS is the same as what the locality's records show, go to Step 7.
7. Send the information to Virginia Tax by selecting **SUBMIT.**
8. Accept the Advice Amount by clicking **OK**.
    NOTE: The system prompts the operator to certify the list.
9. Certify and complete the submission of the information to Virginia Tax by clicking **OK**.
10. Exit IRMS.
11. Fax the Transmittal to Virginia Tax.
    Department of Taxation
    Local Tax Team
    (804) 367-3014
12. File the printed copy of the Local Uncollectible List in accordance with the office's procedures.

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