11 CHAPTER: VIEW TAXPAYER RETURN INFORMATION

11.1 Overview

Localities are local units of government such as a county or city. There are 133 localities staffed by elected or appointed officials and their employees in the Commonwealth of Virginia. Staff of these localities can view information about business taxpayers in their locality or up to 20 adjacent localities, Sales Tax and Use tax information about business taxpayers regardless of their locality, and individual taxpayers regardless of their locality.

Additionally, localities may decide to allow taxpayers to file their Virginia Individual Income tax returns in the locality where they live. Each locality elects whether they will accept locally-filed returns or if returns should be directly-filed with the Department of Taxation (TAX). Localities that elect to accept locally-filed returns perform the initial processing on the returns, then send them to TAX for final processing.

Taxpayers can file current year Individual Income and Fiduciary tax returns locally with the office of the Commissioner of the Revenue, Director of Finance, or Director of Tax Administration. These returns can be received by mail or walk-in visits to the office.

11.2 Return Information

Local Commissioners of the Revenue and their staffs can access the IRMS Web application to view return information about businesses and individuals. You can view return information at the entry level or at the detail level.

11.2.1 View Return Entries

You can view taxpayer return entries (i.e., returns, adjustments) on the Return Entries window in the IRMS Web application.

Return Entries Window

The illustration below is the Return Entries window.

Status	As of Date	Filling Period	Amount	Submitted Date	Processed Date	
Posted	3/10/2004	M2 Feb 2004	\$1977.46	3/1/2004	3/3/2004	
Posted	6/15/2004	M2 Feb 2004	\$10.00	5/24/2004	5/30/2004	
						F
	Posted	Posted 3/10/2004	Posted 3/10/2004 M2 Feb 2004	Posted 3/10/2004 M2 Feb 2004 \$1977.46	Posted 3/10/2004 M2 Feb 2004 \$1977.46 3/1/2004	Date Date Posted 3/10/2004 M2 Feb 2004 \$1977.46 3/1/2004 3/3/2004

Return Entries Window Fields

The table below lists the fields on the Return Entries window and provides a brief description of each.

Field	Field Type	Description
Туре	System Generated	The type of return the customer files such as original, amended, or informational.
Status	System Generated	The current status of the return in the process (i.e. posted, pending, cancelled).
As of Date	System Generated	Date of the latest status.
Filing Period	System Generated	The period covered by a tax return. For example, an income tax return usually includes a twelve-month period while sales or withholding tax returns generally cover a period of one calendar month or quarter.
Amount	System Generated	Amount of the tax.
Submitted Date	System Generated	Date the tax return was received.
Processed Date	System Generated	Date the tax return was processed.

Perform the following steps to view the Return Entries window:

Step 1: Perform a **Customer Search** to open the Customer Profile window (see the *View Customer Profile Information* chapter of this User Guide for detailed information on performing a Customer Search).

ĕ	Customer Profile -	XYZ CORP	<u>_ </u>
I	File `	Customer Help	*
[Tax Account	
	Customer Customer	Business Location	
	FEI	Bank Account SSN: Entity Type: C Corporation	
	Legal Busines Name		
	Primary NAIC	S:	
	Stree	t: 600 E. MAIN STREET	
	City	y: FAIRFAX VA V	
	Zij	p: 22033 Undeliverable	
		Last Address Update: 08/17/2005 08:19:35	
		Close	

Step 2: From the Customer Profile window, select <u>Customer: Tax Account</u>. The Tax Account window opens.

	1252					
	 Tax Account 	• Help •				
	Return Entry				an ar through	1
× Account - XY	Business					
ax Account	Location					
	Tax Type:	Withholding				
1	ax Account Number:	30-987654321F-001	1			
s	tars Legacy Number:	[1			
Stars Comb	ined Legacy Number:	[
Current Filing Frequency:		Quarterly				
	Street:	600 E. MAIN STREE	Т			
		-			_	
	City:	FAIRFAX		State: Virginia		
		22033		State. J		
L	ast Address Update:	08/17/2005 08:19:35	🔽 Undeliv	verable		
ax Account Pe	riod Balance				Filing Status	
240 ct - Dec 2005				\$1000.0	D Filed - Adjusted	4
21Jan - Mar 2006				\$0.0	D Not Filed	
						-
•						
					Open	Close
					Open	CIOSE

Step 3: Select <u>Tax Account: Return Entry</u>.

The Return Entries window opens and displays the returns for the taxpayer.

e Return Entries - XYZ (eturn *	Help					
Туре	Status	As of Date	Filling Period	Amount	Submitted Date	Processed Date	
Driginal Return	Posted	3/10/2004	M2 Feb 2004	\$1977.46	3/1/2004	3/3/2004	
Return Adjustment	Posted	6/15/2004	M2 Feb 2004	\$10.00	5/24/2004	5/30/2004	
							T
•							
						ОК Са	ncel

Step 4: Click **Cancel** to exit the Return Entries window and return to the Tax Account window.

11.2.2 View Return Status

You can view the status of an individual taxpayer's return in processing, as well as the date and time this status was last updated. This information is available in the customer's Tax Account on the Entry List window.

Note: This functionality is currently limited to Commissioners of the Revenue.

Entry List Window

The illustration below is the Entry List window.

ile [*] Help	•				
Entry List - TAXPAYER					
Detail Type	Return Status	As of Date	Submitted Da	ta	le le
Original Return	In Process	12/14/2005 17:15:12	08/29/2008	2004	
4					1 - E
					Cancel

Entry List Window Fields

The table below lists the fields on the Entry List window and provides a brief description of each.

Field	Field Type	Description
Detail Type	System Generated	Type of return the taxpayer filed (i.e., original, amended, or informational).
Return Status	System Generated	Status of the return in processing. The available statuses are:
		• In Process – the return is being worked and has not yet posted to the customer's account
		• On Setoff – the customer's account has an external offset entry
		• Posted – the return has posted to the customer's account
As of Date	System Generated	Date and time the return status was last updated.
Submitted Date	System Generated	Date the return was submitted.

View Return Status

Perform the following steps to view the status of a return:

Step 1: Perform a **Customer Search** to open the Customer Profile window (see the *View Customer Profile Information* chapter of this User Guide for detailed information on performing a Customer Search).

🖉 Customer Profile -	XYZ CORP	- D ×
File `	Customer 'Help '	<u> </u>
	Tax Account	
Customer	Business Location	
FEI	Bank Account	
Legal Busines Name	55 WZ COPP	
Primary NAICS	SS:	
Street	at: 600 E. MAIN STREET	
City	ty: FAIRFAX 💌 State: VA 💌	
Zip	ip: 22033 Undeliverable	
	Last Address Update: 08/17/2005 08:19:35	
	Close	

Step 2: From the Customer Profile window, select <u>Customer: Tax Account</u>. The Tax Account window opens and displays the Tax Account Periods associated with this account.

ax Account - XYZ fax Account LC Tax A Stars		Help *			
ax Account - XYZ Fax Account LC F Tax A Stars	usiness Ication Ietum Status Iccount Number:	1 -			
Fax Account LC F Tax A Stars	cation letum Status .ccount Number:	1 -			
F Tax <i>F</i> Stars	etum Status .ccount Number:	1 -			
Tax # Stars	ccount Number:	1 -			
Stars		30-987654321F-001			
	Legacy Number:				
Stars Combined	Legacy Number:				
Current I	iling Frequency:	Quarterly	-		
	Stanot [600 E. MAIN STREET			
	ou ceu j	ooo e. many orneer			
	I				
		FAIRFAX	st	ate: Virginia	
	Zip:	22033			
Last	Address Update:	08/17/2005 08:19:35	🖵 Undeliverable	a	
Tax Account Period	Balance			Filing St	tatus
Q40ct - Dec 2005				\$1000.00 Filed - Ad	ljusted 🔄
Q1Jan - Mar 2006				\$0.00 Not Filed	

Step 3: Select <u>Tax Account: Return Status</u>.

The Entry List window opens and displays the detailed status information for all returns posted in the customer's account.

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			ft Internet Explorer				
Ŀ	ile .	Help	<u> </u>				
	Entry List - TAXPA1	YER					
	Detail Type		Return Status	As of Date	Submitted Date	•	~
	Original Return		In Process	2/14/2005 7:15:12	08/29/2008	2004	
							-1
	<u>ا</u>						
							Cancel

Step 4: Click Cancel to exit the Entry List window and return to the Tax Account window.

11.2.3 View Return Detail Information

You can view detailed information about a taxpayer's return on the Return Details window in the IRMS Web application. The Return Details window contains five tabs. The tabs and their contents will vary depending on the type of return the taxpayer files (Withholding, Sales & Use, Individual, etc.). You may also see a difference based on the year in which the return was filed, since returns can change from year to year. Therefore, it is impossible to demonstrate all the possible combinations of windows. Those displayed are representative of the windows most likely to be viewed. The information contained on all tabs is informational only and cannot be modified.

Return Details Window – Adjustments Tab

The illustration below is the Return Details window with the Adjustments tab opens.

	Line Items	Schedule ST9B	Schedule ST9RNV	Schedule ST9RHR	Adjustments	Return	ocality		
Туре		Processed Dat	e Amou	int	Status		TAX Rep	resentative	
Localit									
I	Line	Reason							
									^
									Ŧ
٩								-	Ŧ
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<								•	

Return Details Window- Adjustments Tab Fields

Field	Field Type	Description
Туре	System Generated	Type of Adjustment.
Processed Date	System Generated	Date the Adjustment was processed.
Amount	System Generated	Dollar amount of the Adjustment.
Status	System Generated	Status of the Adjustment.
Tax Representative	System Generated	Name of the Tax Representative who processed the Adjustment.
Locality	System Generated	Your agency.
Line	System Generated	Identifies the return line by number and title that was adjusted.
Reason	System Generated	Why the adjustment was made.

The table below lists the fields on the Return Details window - Adjustments tab and provides a brief description of each.

Return Details Window – Demographics Tab

The illustration below is the Return Details window with the Demographics tab open.

Jul 2013 - Original Return	- XYZ CORP						
emographics Line Items	Schedule ST9B	Schedule ST9RNV	Schedule ST9RHR	Adjustments	Return	Locality	
Customer Information							
	99-9999999						
SSN:							
Tax Account Number:		-002					
	Limited Liabilit						
							(

Return Details Window – Demographics Tab Fields

The table below lists the fields in the Demographics tab on the Return Details window and provides a brief description of each.

Field	Field Type	Description
FEIN or SSN	System Generated	The FEIN OR SSN on the tax return.
Tax Account Number	System Generated	The number assigned by TAX.
Entity Type	System Generated	The type of taxpayer, (i.e. Individual, Corporation, Partnership, etc.).

Return Details Window – Line Items Tab

The illustration below is the Return Details window with the Line Items tab open. The fields on this tab are specific to the type of return.

	raphics Items ST9B ST9RNV	ST9RHR	Adjustment	s Return	Locality		
Section	on: [ALL]						
Line [Description	Custon Calculati		djustments		Totals	
1.	Gross Sales and/or Rentals		\$0.00	\$0.00	2	\$0.00	
2.	Personal use		\$0.00	\$0.00	D	\$0.00	6
3.	Exempt State Sales and Other Deductions		\$0.00	\$0.00	D	\$0.00	
4.	Taxable State Sales and Use		\$0.00	\$0.00	D	\$0.00	
5a .	State Food Sales & Use - Taxable Amount		\$0.00	\$0.00	D	\$0.00	
5b.	State Food Sales & Use - Tax		\$0.00	\$0.00	D	\$0.00	
6a.	State General Sales & Use - Taxable Amount		\$0.00	\$0.00	D	\$0.00	
6b.	State General Sales & Use - Tax		\$0.00	\$0.00	D	\$0.00	Ξ
7.	Total State Tax		\$0.00	\$0.00	D	\$0.00	
8.	Dealer's Discount		\$0.00	\$0.00	D	\$0.00	
9.	Net State Tax		\$0.00	\$0.00	D	\$0.00	
10a_a	Northern VA - Taxable Amount		\$0.00	\$0.00	D	\$0.00	
10a_b	Northern VA Tax		\$0.00	\$0.00	D	\$0.00	
10b_a	. Hampton Roads - Taxable Amount		\$0.00	\$0.00	D	\$0.00	
10b_b	. Hampton Roads Tax		\$0.00	\$0.00	D	\$0.00	
11.	Total State and Regional Tax		\$0.00	\$0.00	D	\$0.00	
12a.	Local Sales & Use - Taxable Amount		\$0.00	\$0.00	D	\$0.00	
12b.	Local Sales & Use - Tax		\$0.00	\$0.00	D	\$0.00	
13.	Total State Regional and Local Tax		\$0.00	\$0.00	D	\$0.00	÷
٠						Þ	

Return Details Window – Return Tab

The illustration below is the Return Details window with the Return tab open. The fields on this tab are specific to the type of return.

M7 Jul 2013 - XYZ CORP						
Demographics Line Items		edule Schedule RNV ST9RHR	Adjustments	Return L	ocality	
Form Number:	ST92013			Status	s: Posted]
Amount:		\$0.00	Pro	ocessed Date	e: 08/15/2013 11:24:20	
Detail Type:	Original Return	-	R	eturn Source	e: Direct	-
Submitted Date:	08/18/2013	Received 08/1	8/2013	Filing Medium	n: iFile	
	Out of Statute	Bypass Out of St	atute LCN (Code:		
Name on Return:	XYZ CORP		V4	endor ID:		
Letter Type(s):	ARTA001A - Full Abate	ement Letter				÷
Required Documentation:		•				
Locality:	Chesterfield - 51041	-				
	EFT					
						Close

Return Details Window – Return Tab Fields

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Field	Field Type	Description
Form Number	System Generated	The Number of the Tax Return form.
Status	System Generated	Current Status of the Return (i.e. posted, pending, cancelled).
Amount	System Generated	Dollar amount of the liability on the Return.
Processed Date	System Generated	Date the return was processed.
Detail Type	System Generated	The type of return the taxpayer files (i.e. original, amended, or informational).
Return Source	System Generated	How the return reached your agency (i.e. correspondence).
Submitted Date	System Generated	Date return was submitted.
Received Date	System Generated	Date return was received.
Filing Medium	System Generated	This shows how the return was filed, (i.e., Paper, Electronically, Telefile).
Out of Statute	System Generated	When checked, indicates the return is out-of-statute. IRMS will not process a refund or overpayment for an out-of-statute return.
Bypass Out of Statute	System Generated	When checked, indicates the system will override the out- of-statue designation and process the refund or overpayment.
LCN Code	System Generated	LifeWorks Control Number - a unique code identifying the filed return in the LifeWorks system.
Name on Return	System Generated	Primary name on return.
Vendor ID	System Generated	Vendor ID Number.
Letter Type	System Generated	Letters sent to the taxpayer, if applicable.
Required Documentation	System Generated	Status of any documentation that should have accompanied the return.
Locality	System Generated	The locality for the return.
EFT	System Generated	Indicates that the return payment (if any) is to be done via EFT.

The table below lists the fields in the Return tab on the Return Details window, and provides a brief description of each.

Return Details Window – Locality Tab

The illustration below is the Return Details window with the Locality tab open. The information on this tab displays the distribution between state and local tax.

ine Description								
Line Description		Description		ner ions Ad	justments		Totals	
tate General			\$0.00		\$0.00	\$C	.00	
tate Food			\$0.00		\$0.00	\$0	.00	
endor Discount			\$0.00		\$0.00	\$0	.00	E
orthern VA Regional			\$0.00		\$0.00	\$0	.00	
ampton Roads Regio	onal		\$0.00		\$0.00	\$0	.00	
ioochland - 51075			\$0.00		\$0.00	\$0	.00	
lenrico - 51087			\$0.00		\$0.00	\$0	.00	
uena Vista - 51530			\$0.00		\$0.00	\$0	.00	
ussex - 51183			\$0.00		\$0.00	\$0	.00	
oanoke County - 51	161		\$0.00		\$0.00	\$0	.00	
uchanan - 51027			\$0.00	1	\$0.00	\$0	.00	
ristol - 51520			\$0.00		\$0.00	\$0	.00	
etersburg - 51730			\$0.00		\$0.00	\$0	.00	
ampton - 51650			\$0.00		\$0.00	\$0	.00	
loucester - 51073			\$0.00	1	\$0.00	\$0	.00	
/ise - 51195			\$0.00		\$0.00	\$0	.00	
lanover - 51085			\$0.00	Y	\$0.00	\$0	.00	
chesapeake - 51550			\$0.00	Y	\$0.00	\$0	.00	
lalifax - 51083			\$0.00	1	\$0.00	\$0	.00	-
(•

Return Details Window – Locality Tab Fields

The table below lists the fields in the Locality tab on the Return Details window and provides a brief description of each.

Field	Field Type	Description
Line Description	System Generated	Describes the receiver of the tax listed in the entry (i.e. State General, or the name of the locality).
Customer Calculations	System Generated	The amount from the taxpayer's original tax return that is allotted to that Line entry.
Adjustments	System Generated	The amount of any adjustment made to the amount listed in the Customer Calculations column.
Totals	System Generated	The total amount allotted to the receiver named in the entry plus/minus any adjustments.

View Return Details

Step 1: Perform a **Customer Search** to open the Customer Profile window (see the *View Customer Profile Information* chapter of this User Guide for detailed information on performing a Customer Search).

🖉 Customer Profile - 🛛 🗴	XYZ CORP	- D X
File •	Customer Help .	<u> </u>
	Tax Account	
	Business Location	
FEI-	Bank Account SSN: C Corporation Bill Summary	
Legal Business Name	5 W7 COPP	
Primary NAICS	31	
Street	t: 600 E. MAIN STREET	
City	FAIRFAX • State: VA •	
Zip	22033 Undeliverable	
	Last Address Update: 08/17/2005 08:19:35	
	Close	

Step 2: From the Customer Profile window, select <u>Customer: Tax Account</u>. The Tax Account window opens.

le ·						_
	Tax Account	· Help ·				
	Return Entry					1
ax Account - XYZ	Business					
ax Account	Location					
	Tax Type:	Withholding				
Ta	ax Account Number:	30-987654321F-001				
St	ars Legacy Number:		1			
Stars Combin	ed Legacy Number:	ſ	1			
Curre	nt Filing Frequency:	Quarterly	_			
	Street:	600 E. MAIN STREE	T		_	
					_	
		1				
		FAIRFAX		State: Virginia		
	Zip:	22033				
La	st Address Update:	08/17/2005 08:19:35	🗌 Undeliv	erable		
Tax Account Peri	iod Balance				Filing Status	
Q40 ct - Dec 2005				\$1000.00) Filed - Adjusted	A 199
				\$0.00) Not Filed	

Step 3: Select <u>Tax Account: Return Entry</u>. The Return Entries window displays.

e R	eturn * CORP	Help					
Туре	Status	As of Date	Filling Period	Amount	Submitted Date	Processed Date	
riginal Return	Posted	3/10/2004	M2 Feb 2004	\$1977.46	3/1/2004	3/3/2004	
Return Adjustment	Posted	6/15/2004	M2 Feb 2004	\$10.00	5/24/2004	5/30/2004	
<u>ر</u>							
<u> </u>							
						OK Car	cel

Step 4: Double-click on the return you want to open. The Return Details – Adjustments tab opens.

Note: The system defaults to the Adjustments tab displaying any adjustments to the original return.



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Step 5: Click on the **Demographics** tab.

The information on the Demographics tab now displays.

M7 Jul 2013 - Original Return	- XYZ CORP							
Demographics Line Items	Schedule ST9B	Schedule ST9RNV	Schedule ST9RHR	Adjustments	Return	Locality		
Customer Information								
FEIN	: 99-9999999							
SSN	e							
Tax Account Number	: 10-99999999	9F-002						
Entity Type	: Limited Liabil	ity Company						
							Clos	se

Step 6: Click Line Items to open the Line Items Tab.

The Line Items tab displays each line item entry from the taxpayer's return. This view will vary depending on the tax form and filing year, so a description of the fields is not included. Using the down arrow on the scroll bar, you can scroll down the list to see all entries or you can use the Section dropdown list to go to a specific section of the return.

	raphics Line Schedule Schedule Items ST9B ST9RNV	Schedule ST9RHR Adjust	ments Return L	ocality
Sectio	n: [ALL]			
Line D	escription	Customer Calculations	Adjustments	Totals
1.	Gross Sales and/or Rentals	\$0.00	\$0.00	\$0.00
2.	Personal use	\$0.00	\$0.00	\$0.00
3.	Exempt State Sales and Other Deductions	\$0.00	\$0.00	\$0.00
4.	Taxable State Sales and Use	\$0.00	\$0.00	\$0.00
5a.	State Food Sales & Use - Taxable Amount	\$0.00	\$0.00	\$0.00
5b.	State Food Sales & Use - Tax	\$0.00	\$0.00	\$0.00
6a.	State General Sales & Use - Taxable Amount	\$0.00	\$0.00	\$0.00
6b.	State General Sales & Use - Tax	\$0.00	\$0.00	\$0.00 =
7.	Total State Tax	\$0.00	\$0.00	\$0.00
в.	Dealer's Discount	\$0.00	\$0.00	\$0.00
9.	Net State Tax	\$0.00	\$0.00	\$0.00
10a_a	. Northern VA - Taxable Amount	\$0.00	\$0.00	\$0.00
10a_b	. Northern VA Tax	\$0.00	\$0.00	\$0.00
10b_a	. Hampton Roads - Taxable Amount	\$0.00	\$0.00	\$0.00
10b_b	. Hampton Roads Tax	\$0.00	\$0.00	\$0.00
11.	Total State and Regional Tax	\$0.00	\$0.00	\$0.00
12a.	Local Sales & Use - Taxable Amount	\$0.00	\$0.00	\$0.00
12b.	Local Sales & Use - Tax	\$0.00	\$0.00	\$0.00
13.	Total State Regional and Local Tax	\$0.00	\$0.00	\$0.00 👻
				b.

Step 7: Click on the desired **Schedule** tab.

The Return Details window always includes tabs for all of the schedules that apply to the tax type, whether or not the taxpayer filed the schedule. In this example, a ST9B Schedule displays.

emographic		edule T9B	Schedule ST9RNV	Schedule ST9RHR	Adjustments	Return	Locality	
Current Loca	alities on Return							
Locality	Description	N	o. of Locations	Added				
51075	Goochland - 51075		1					
51087	Henrico - 51087		1					
51530	Buena Vista - 51530		1		+			
					•			
Line Description			Custon		justments	Totals	Totals	
C. Gros	Gross Sales			\$0.00	\$0.00	\$0	A 00.0	
D. Pers	onal Use				\$0.00	\$0.00	\$0	0.00
E. Exen	npt State Sales and	Other	Deductions		\$0.00	\$0.00	\$0	.00 =
	 Local Taxable Sales of Fuel for Domestic Consumption 				\$0.00	\$0.00	\$0	0.00
	Taxable Sales				\$0.00	\$0.00		.00 +
Totals	Gross S Txbl Loc S	1.12			al Use: \$0.00 Ibility: \$0.00			

Step 8: Click **Return** to open the Return tab.

This tab contains a synopsis of the return with all of the activities pertaining to it.

emographics	Line Items	Schedule ST9B	Schedule ST9RNV	Schedule ST9RHR	Adjustm	ents Return	Locality		
Form N	umber:	ST92013				St	atus: Posted		1
	Amount:		\$0.00			Processed [Date: 08/15/2	2013 11:24:20	1
ſ	Detail Type:	Original Return	-	•		Return So	urce: Direct		•
Subm	itted Date:	08/18/2013		Received 08/	18/2013	Filing Med	lium: iFile		
		Out of Stat	tute B	ypass Out of S	tatute	LCN Code:			
Name	on Return:	XYZ CORP				Vendor ID:		1	
Lett	ter Type(s):	ARTA001A - Ful	I Abatement L	etter					÷
Docu	Required mentation:			•					
	Locality:	Chesterfield - 51	041	-					
		EFT							

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Step 9: Click **Locality** to open the Locality tab.

emographics	Line Items	Schedule ST9B	Schedule ST9RNV	Schedule ST9RHR	Adjustment	s Return	Locality		
Line Descriptio	on			Custon		Adjustments		Totals	
State General				\$0.00		\$0.00	\$0.00		
State Food				\$0.00		\$0.00	100	.00	
/endor Discour	nt			\$0.00		\$0.00		.00	E
Northern VA Re	gional			\$0.00		\$0.00	\$0.00		
ampton Road		É .		\$0.00		\$0.00	\$0.00		
Soochland - 51				\$0.00		\$0.00	\$0	0.00	
Henrico - 5108	7			\$0.00		\$0.00	\$0	.00	
Buena Vista - 5	51530			\$0.00		\$0.00	\$0	0.00	
Sussex - 5118	3			\$0.00		\$0.00	\$0	0.00	
Roanoke County - 51161				\$0.00		\$0.00	\$0	0.00	
Buchanan - 51027				\$0.00		\$0.00		.00	
Bristol - 51520				\$0.00		\$0.00		0.00	
Petersburg - 51730				\$0.00		\$0.00	\$0	0.00	
iampton - 51650				\$0.00		\$0.00		.00	
loucester - 51073			\$0.00		\$0.00	\$0.00			
Vise - 51195			\$0.00		\$0.00	\$0.00			
lanover - 51085			\$0.00		\$0.00	\$0.00			
Chesapeake - 51550			\$0.00		\$0.00	\$0.00			
Halifax - 5108:	3			\$0.00		\$0.00	\$0	0.00	-
4									

This tab displays the distribution of state and local tax.

Step 10: Click Close to exit the Return Details window and return to the Return Entries window.