

13 CHAPTER: CREATE AND VIEW ACCELERATED REFUND RETURNS

13.1 Overview

An Accelerated Refund Return entry is a method of speeding up the processing of an Individual Income Tax return that is due a refund, enabling the taxpayer to receive the refund sooner. An accelerated refund may be created for Current Year Individual Income (Form 760 only) tax returns received in the local office, provided that the taxpayer's name, address, and filing status is the same as the previous year.

The accelerated refund return process is initiated by entering a minimal amount of information from the return into IRMS. The Department of Taxation (TAX) then sends the refund to the taxpayer before completing the detailed processing of the return.

Since the majority of taxpayers compute their returns correctly, sending the refund before completing detailed processing provides fast customer service to the taxpayer. The accelerated refund process also allows TAX to use its resources more efficiently.

13.2 Create Accelerated Refund Returns

The first step in creating Accelerated Refund Returns is creating a New Group. Accelerated Refund returns are grouped together into batches of 100 returns for processing.

After a group has been created, the Accelerated Refund Returns are entered into IRMS. If there is an error, the system will produce an error message and allow the operator to correct the problematic entry. After two attempts to correct errors, the return will be rejected and not eligible for an accelerated refund. Most often, the reasons for rejection are incorrect SSN or a mismatch between two Refund Amount entries. If the refund is to be direct deposited, the rejection may also be caused by a mismatch between the two Bank Account Number entries.

The operator is able to view the Last 10 Accelerated Refund Returns that were entered. The fields on this window are the same as those on the Create Accelerated Refund window. Data shown on this portion of the screen is for review purposes and may not be edited. Editing must be handled from the Create Accelerated Refund window.

If all the returns for a group are entered and there are less than 100 items in the group, the system will not automatically prompt you to close the group. The operator must manually close the group.

Create New Group Window

The illustration below is the Create New Group window.

Create New Group Window - Fields

The table below lists the fields in the Create New Group window and provides a brief description of each.

Field	Field Type	Description
Group Number	System Generated	The 8-digit identification number assigned by IRMS that is associated with this group of returns.
Return Source	System Generated	A pre-populated indicator (Local) identifying the transaction as being handled by the locality.
Submitted Date	System Generated	The mail received date in month, day, and year sequence (MM/DD/YYYY) associated with the group. The system defaults to the current date, and the date may be modified by the operator.
Received Date	System Generated	The date in month, day, and year sequence (MM/DD/YYYY) on which the returns were received. This may be different from the submitted date, but cannot be later than the submitted date. The system defaults to the current date, and it may be modified by the operator.
Return Detail Type	System Generated	An indicator identifying the transaction as an <i>Accelerated Refund</i> .
Tax Year	System Generated	The year for which Individual Income Tax Returns are being filed. The system defaults to the previous calendar year.
Source Locality	System Generated	The system pre-populates the name and FIPS Code of the locality based on the login of the user entering the return information.
Locality/Tax Rep	System Generated	The system pre-populates the name of the operator (Last name, First name) entering the return information.

Create Accelerated Refund Return Window

The illustration below is the Create Accelerated Refund Return window.

The table below lists the fields in the Create Accelerated Refund Return window and provides a brief description of each.

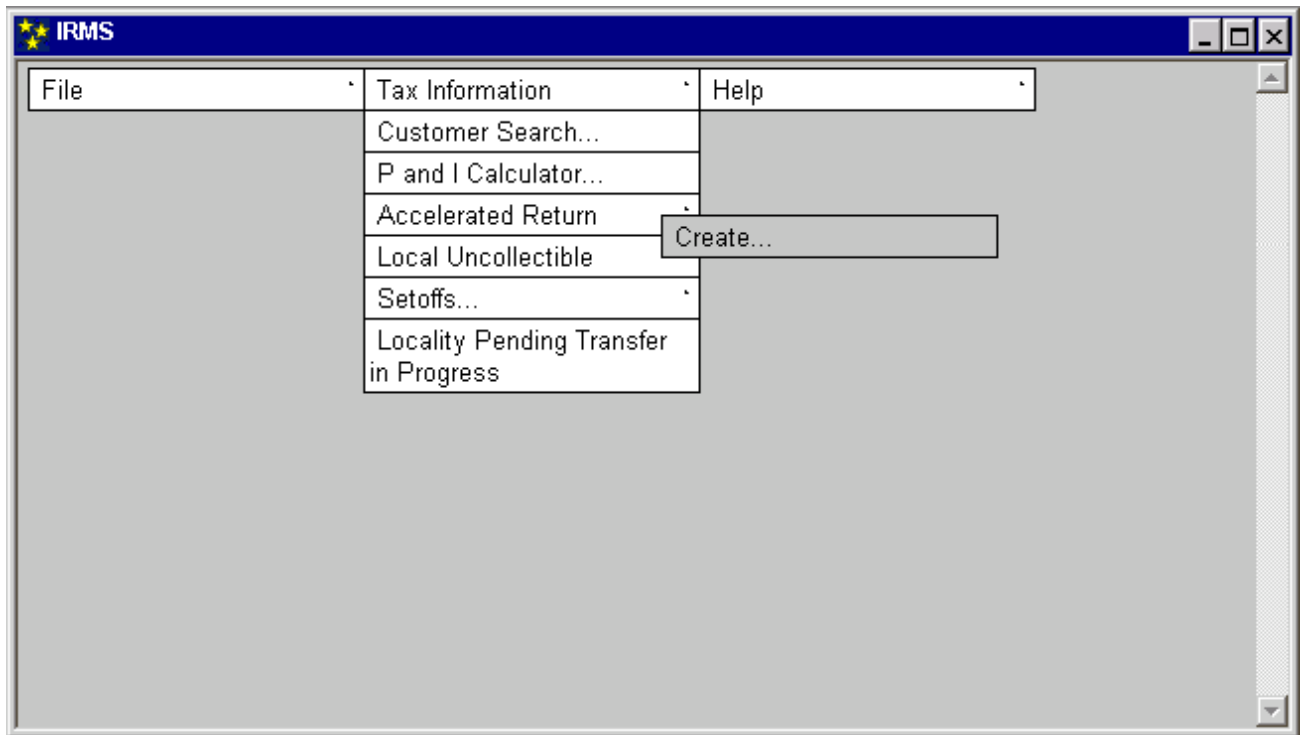
Field	Field Type	Description
Filing Status	Required	The filer type for the tax period. It must be one of the following: S if Single, J if Married Filing Joint, or P if Married Filing Separate.
Primary SSN	Required	The customer's 9-digit Social Security Number appearing on the return.
Primary Name	Required	The first 4 characters of the customer's Last Name as shown on the return (or the customer's entire last name if it is 4 characters or less).
Primary Birthday	Required	The primary customer's birth date in MM/DD/YYYY sequence where MM=2-digit numeric month, DD=2-digit numeric day, and YYYY=4-digit numeric year.

Field	Field Type	Description
Secondary SSN	Conditionally Required	The second Social Security Number on the return if it is provided. Required only if the filing status is J (Married Filing Joint).
Secondary Name	Conditionally Required	The first 4 characters of the secondary taxpayer's Last Name as shown on the return (if it is provided and if it is different from the Primary Name). Required only if the filing status is J (Married Filing Joint).
Secondary Birthday	Conditionally Required	The secondary customer's birth date in MM/DD/YYYY sequence where MM=2-digit numeric month, DD=2-digit numeric day, and YYYY=4-digit numeric year. Required only if the filing status is J (Married Filing Joint).
PIN	Conditionally Required	The 7-digit alphanumeric Personal Identification Number associated with the taxpayer.
Street	System Generated	If found, the customer's street address where the refund will be sent. This field cannot be modified.
City	System Generated	If found, the city associated with the customer's address where the refund will be sent. This field cannot be modified.
State	System Generated	If found, the state associated with the customer's address where the refund will be sent. This field cannot be modified.
Zip	System Generated	If found, the customer's zip code where the refund will be sent. This field cannot be modified.
Refund Amount (First Time)	Required	The requested refund amount on the return. Include both the decimal point and cents when keying the amount. Keyed numbers are replaced by asterisks (*) for security purposes.
Refund Amount (Second Time)	Required	The requested refund amount on the return. Include both the decimal point and cents when keying the amount (This amount is entered twice for validation purposes.) The First Time and Second Time Refund Amounts must match.
Direct Deposit Account Type	Optional	If the customer's selected method of payment is direct deposit (transferred directly to the customer's bank account), enter "1" to indicate the refund is to be sent to a Checking account and "2" to indicate the refund is to be sent to a Savings account. If this field is left blank , the customer will be sent a refund check.
Routing/Transit Number	Conditionally Required	The 9-digit routing number of the customer's bank where the direct deposit is to be issued. This field is required if the Direct Deposit Account Type field is populated.

Field	Field Type	Description
Bank Account Number (First Time)	Conditionally Required	The customer's bank account number. This field is required if the Direct Deposit Account Type field is populated. Keyed numbers are replaced by asterisks (*) for security purposes.
Bank Account Number (Second Time)	Conditionally Required	The customer's bank account number. (This number is entered twice for validation purposes.) This field is required if the Direct Deposit Account Type field is populated. The First Time and Second Time Bank Account Numbers must match.

13.2.1 Create an Accelerated Refund Return

Perform the following steps to create an Accelerated Refund Return:



Step 1: From the IRMS Main window, select **Tax Information: Accelerated Return: Create**. IRMS displays the Create New Group window.



Note: Accelerated Returns are grouped together into batches of 100 returns for processing.



Note: The accelerated refund will be denied if there is a Filing Status mismatch between the filing status entered on the screen and the filing status of the taxpayer's most recently posted return for the prior year.

- Step 6:** Enter the nine-digit social security number of the primary taxpayer listed on the return in the **Primary SSN** field.
- Step 7:** Enter the first four letters of the last name of the primary taxpayer in the **Primary Name** field. If the surname is four characters or less in length, enter the entire name.
- Step 8:** Enter the birthday of the primary taxpayer in month, day, and year sequence (MM/DD/YYYY) in the **Primary Birthday** field.
- Step 9:** Enter the nine-digit social security number of the secondary taxpayer listed on the tax return in the **Secondary SSN** field, if applicable. The secondary ssn is only required if the filing status on the return is "J" (Married Filing Jointly).
- Step 10:** Enter the first four letters of the last name of the secondary taxpayer in the **Secondary SSN** field if the filing status is Married Filing Jointly.
- Step 11:** Enter the birthday of the secondary taxpayer in month, day, and year sequence (MM/DD/YYYY) in the **Secondary Birthday** field, if applicable.
- Step 12:** Enter the 7-digit alphanumeric **Personal Identification Number (PIN)** associated with the taxpayer, if applicable, in the **PIN** field.
- Step 13:** Click **Find**.



Note: RMS uses the entered information to search for the address to which the refund will be sent. If the customer's address is found, it is displayed in the appropriate address fields.



Note: If the displayed address is incorrect, or if a deliverable address does not exist in the system for the customer, click the **Clear** button at the bottom of the window to cancel the customer's refund entry. The refund return should be sent to TAX for processing as a regular **First-Pass Refund** return accompanied by a LAP-SORT 1 form.

- Step 14:** Enter the **Refund Amount (First Time)** in dollars and cents, ensuring the decimal point is included.



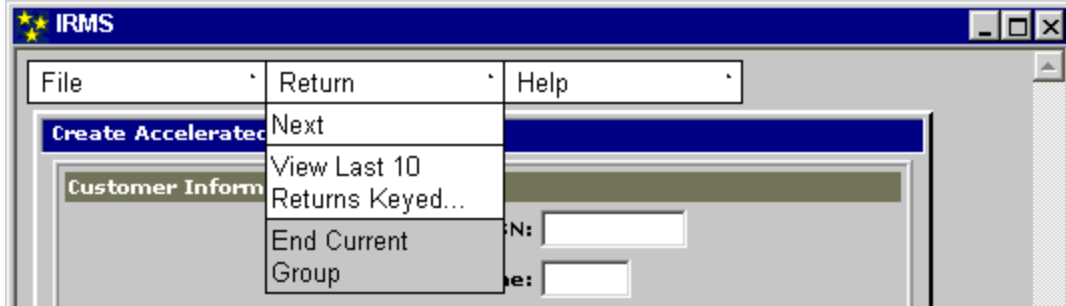
Note: IRMS does not display the entered amount. Each number is replaced by an asterisk (*) for security purposes.

- Step 15:** Enter the **Refund Amount (Second Time)** in dollars and cents, ensuring the decimal point is included.



IMPORTANT: *The First Refund Amount and Second Refund Amount must be equal.* If there is a discrepancy between the two keyed amounts, the system will prompt the operator to re-key the amounts.

- Step 16:** If the customer requested to receive the refund via *direct deposit*:



The accepted returns are grouped together in a separate group with a completed LOCAL AR-GREEN, On-Line Accelerated Refund-Accepted Group Control Document and then forwarded to TAX.

The operator may then return to *Step 1* to create a new group and continue entering information from the remaining returns.

13.2.2 Rejected Accelerated Refund Entry

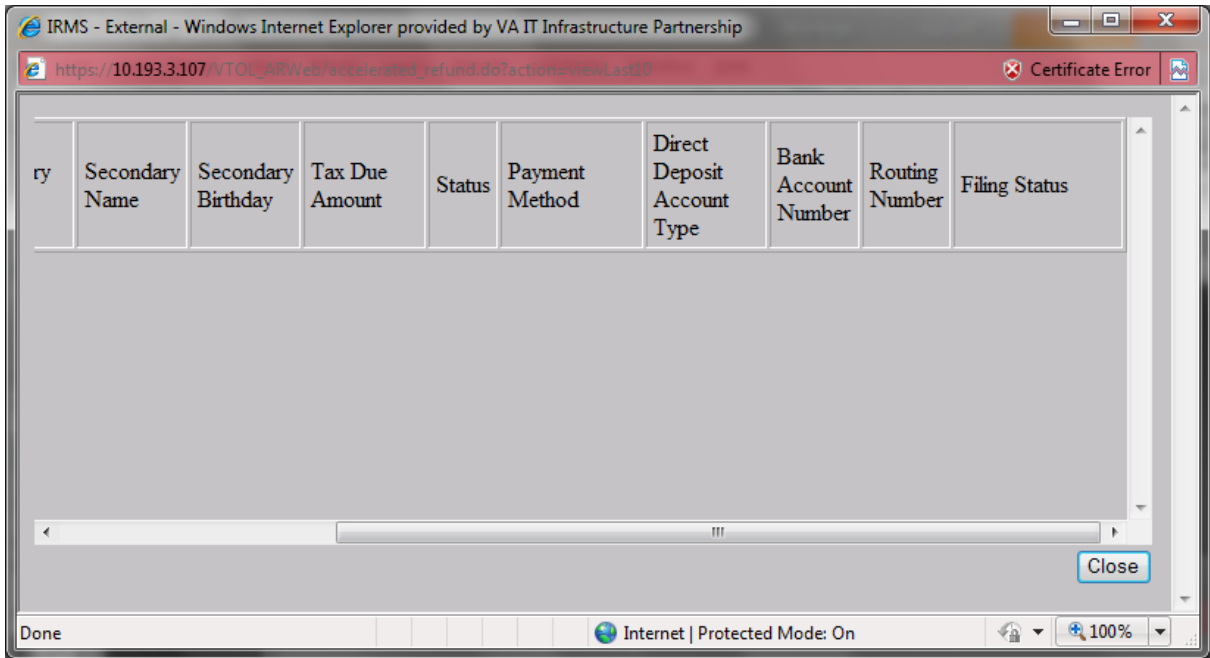
If an error is made during entry and the system rejects the entry, an error message pop-up box superimposed on the Create Accelerated Refund window will be shown which contains the reason(s) the entry was rejected.

The operator may reenter the information two additional times before a record will receive a final rejection. Final rejected returns are not eligible for an Accelerated Refund. If a return receives a “final reject” the screen displays a refreshed Create Accelerated Refund Return window for entry of the next taxpayer’s information.



Note: Most often the reasons for rejection are an incorrect SSN, a mismatch between the two Refund Amount entries, or the taxpayer’s PIN is not keyed. If the refund is to be a direct deposit, rejection could be caused by a mismatch between the two Bank Account Number entries.

Step 2: Scroll to the right to see the remaining fields in this window.



Note: Each Accelerated Return entry is shown as having been entered even though an Accelerated Return may have been denied.

Step 3: Click **Close** to return to the Create Accelerated Refund Return window.