

Locality Training for the 2017 Filing Season

Commissioners of the Revenue, Treasurers, and Staffs,

Our goal is to provide you with the necessary instruction and direction to adequately understand the processes involved in local individual return processing and preparation.

This training package contains several components to provide you with important information for this upcoming tax year. All of this material is located or accessed through the Department's website under "Localities".

Again this year, you will **NOT** be required to take a course in the VLC (Virginia Learning Center, formerly LMS), all issues germane to the processing of individual tax returns and payments are referenced in the following documents included in this training:

- 2017 Filing Season Income Tax Processing Reminders – Commissioner of Revenue Specific
- 2017 Filing Season Income Tax Processing Reminders – Treasurer Specific
- 2017 Legislative and forms changes pertinent to individual tax returns
- The entire legislative summary can be found here:

http://www.tax.virginia.gov/sites/tax.virginia.gov/files/2016_Legislative_Summary.pdf

Please note that as you read the documents, anywhere you see the word "**communication**" in red, it represents a link that will take you to a copy of the original publication when you click on it.

TARP will be reflective of upcoming 2016 tax year / 2017 filing season procedures on December 2.

As you process returns throughout the year, we will provide feedback to localities who are not complying with the procedures outlined in this series of training materials.

One thing that is extremely important, please make sure that you read all of the emails coming to you via GovDelivery. In addition, please forward them on to your staff. As you will see in the training material, many communications were sent throughout 2016, but we continue to hear of cases where local staff members have not been apprised of current events, such as quarterly interest rate changes and other critical announcements.

If you have questions regarding any of the training material, please contact Howard Overbey at (804) 367-1129.