

# 2016 Filing Season - Individual Income Tax Processing

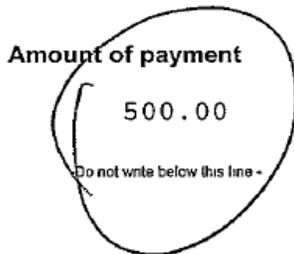
## Treasurers

It's very important that you review **ALL TARP Processes, Tasks, Job Aids and User Guides**.

Please pay particular attention to the following critical reminders because these are some of the things we continue to see problems with:

### Critical Reminder:

Quite a few Treasurers' offices are circling the payment amount on 760 and 770ES's (estimated payment vouchers) as shown below. This creates problems for our Remittance software; therefore, please **do not circle** the dollar amounts as was done in this example:



### Using EESMC for Local Estimated Payments:

New for 2016, all Treasurers are expected to electronically submit their local estimated data to TAX in accordance with a phased-in schedule. All localities have been informed which phase they are in to begin compliance with this now mandatory objective. The list is also posted on our Locality website page.

If an extension of time is needed, please contact Howard Overbey at [howard.overbey@tax.virginia.gov](mailto:howard.overbey@tax.virginia.gov) or 804-367-1129.

Continue to refer to the TARP Process: "Handling Local Estimated Payments" and TARP TASK: "Submit Estimated Payments via Electronic Transmission".

To assist with the preparation of data that each Treasurer's office must transmit to TAX, we developed a series of job aids in TARP that represent the most widely used local software systems to date:

[Create and Upload a Local Estimated Income Tax File Using Bright Software](#)

[Create and Upload a Local Estimated Income Tax File Using Munis Software](#)

[Create and Upload a Local Estimated Income Tax File Using PCI's MyRevenueCollector Software \(RCS\)](#)

[Create and Upload a Local Estimated Income Tax File Using the Excel Template](#)

Reminders to help things go more smoothly:

- You MUST complete the following LMS required courses before access to EESMC will be granted:
  - TAX – (CD1402X) Safeguarding Tax Information
  - TAX – (02306X) Use EESMC for File Transfers and Secure Messaging
- You MUST contact [irms.support@tax.virginia.gov](mailto:irms.support@tax.virginia.gov) to coordinate a test file submission.