

2018 Filing Season

Individual Income Tax Processing

Treasurers

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To make the training document easier to follow, we have separated this narrative into 2 sections: Section 1 for “What’s New”, and Section 2 for “Processing Reminders”.

As always, it’s very important that you review **all TARP Processes, Tasks, User Guides and Job Aids**.

SECTION 1

WHAT’S NEW for FILING SEASON 2018:

Change to the Advice Process for Income Tax

- Effective January 1, 2018, the Department of Taxation will no longer email an Advice (DOA-1 Form) for Income Taxes. Treasurers should compare the Total Assessed column on the 759-C to the amount entered in the Assessments column on the RAR721 Report.

SECTION 2

PROCESSING REMINDERS – these are topics that continue to top our list of things to watch out for: When submitting payment vouchers using EESMC, continue to refer to the TARP Process: “Handling Local Estimated Payments” and TARP TASK: “Submit Estimated Payments via Electronic Transmission”.

- Please do not send us your transmittal until you see where the file was successfully uploaded to our secure server. We often see where the transmittal is sent and file is not uploaded at all, or, not successfully processed after upload. This causes balancing problems between what is posted in Cardinal versus what is actually uploaded to IRMS.
- Send us your Transmittals to either our FAX number 804-367-3014, or, more preferably, via email to **TAX-ProcessingEESMC@tax.virginia.gov**.
- Be very careful when choosing your type of transaction from “message topic” on the drop-down menu when preparing for file upload. If you are submitting an estimated file, be sure to choose local estimated.
- Continue to use your 56.0 and 291.0 reports to verify successful receipt and processing of a submitted electronic file.
- You should be receiving an automated message in your “sent box” that your file was successfully uploaded, within several minutes of upload. This will be a key indicator that the process is off to a proper start. It will look like this:

To Virginia Department of Taxation
Subject Text File Upload from EESMC
Message Topic Local Estimated Payment Information
Date 11/15/2017
Attachments locest_51085_2017_171.txt

- Please contact irms.support@tax.virginia.gov for any technical problems related to missing files, rejected files, or any problem outside of Cardinal issues with reconciling your transactions.