Complete the Local Uncollectible Transmittal Form

Process

UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY

Effective Date

11/01/2012

Purpose

This task is performed by Locality Representatives in the Local Treasurer's Office to complete the *Transmittal of Locality Uncollectibles*, a summary of the data on the Local Uncollectible list.

Special Notes

- The most recent version of the Local Uncollectibles Transmittal Form **MUST** be used to ensure correct computations. This Transmittal Form reflects the changes that were the result of the redesign of Form 759, most notably with regard to the Uncollectible Advice Amount formula.
- This form is faxed to the Virginia Tax Local Uncollectible Team after the successful submission of the yearly Local Uncollectible information via EESMC or Online. The submission of this list is handled in separate tasks.
  Please refer to TASK: Submit the Local Uncollectible List – IRMS
  Please refer to TASK: Submit the Local Uncollectible List - EESMC
- The locality may have an automated system that is programmed to produce a Transmittal Form automatically. The system generated Transmittal may be sent to Virginia Tax as long as it provides the same information in the same order as the manual form.

Procedure

Responsibility
Treasurer's Office Locality Representative

Steps
1. Obtain the most recent version of the Local Uncollectibles Transmittal Form.
2. Obtain your Uncollectible List data.
   NOTE: Localities have various systems and procedures for tracking their uncollectible assessments, but each should be able to determine the necessary figures for the Transmittal.
3. Complete Page 1 of the Transmittal following the instructions on Pages 2 and 3 of that form.
4. If you submitted your Uncollectible List via EESMC OR Online and **every Uncollectible bill was accepted** by the system, fax the Transmittal to Virginia Tax.
5. If you submitted your list on-line in IRMS **and** you were directed by the Virginia Tax Local Uncollectible Team to submit certain Uncollectible bills manually,
   A. Follow the instructions on Page 4 of the Transmittal.

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B. Complete the table on Page 4 of the Transmittal for each bill not accepted.
   NOTE: You should use Page 4 to record manually reported bills only after discussion with the Uncollectible contact person at Virginia Tax.
C. Ensure that the totals on Page 1 of the transmittal include all Uncollectible amounts - those entered on-line and the ones listed on Page 4.
   NOTE: This is important so that the correct Uncollectible amount is reported.
D. Fax Pages 1 and 4 of the Transmittal to Virginia Tax at (804) 367-3014.

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