Submit the Local Uncollectible List - EESMC

Process

UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY

Effective Date

07/17/2019

Purpose

This task is performed to submit an electronic file of local Uncollectible list data to Virginia Tax via EESMC (External Entity Secure Messaging Center) and to notify the Virginia Tax Local Uncollectible Team of the submitted file. Locality Representatives in the Local Treasurer's Office perform this task.

Special Notes

- The electronic file of Uncollectible List data is prepared by the locality and held until February 1 and may be submitted on that day unless the Virginia Tax Processing Manager sends email notification with different instructions.
- The Uncollectible Transmittal Form is completed to summarize the data in the electronic file and to provide information about the file.
- The EESMC electronic file will not be processed until the Transmittal Form is received.

Procedure

Responsibility
Treasurer's Office Locality Representative

Steps

1. Prepare the electronic Uncollectible List file containing the required information in the file format provided by Virginia Tax.
   Please refer to User Guide: External Entity Secure Messaging Center (EESMC) User Guide - Appendix 3, Local Uncollectible File Format
2. Name the file in accordance with recommended file naming convention.
   Please refer to User Guide: External Entity Secure Messaging Center (EESMC) User Guide - Appendix 1, Local File Naming Conventions
3. Create a Local Uncollectible Transmittal Form.
   Please refer to TASK: Complete the Local Uncollectible Transmittal Form
4. Submit the local Uncollectible List via EESMC.
   Please refer to User Guide: External Entity Secure Messaging Center (EESMC) User Guide - Chapter 1
   NOTE: The file must be submitted using the File Transfers function in EESMC. A file submitted erroneously using the Secure Messages function will not be processed.

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5. View the Confirmation window in EESMC to confirm that the file was successfully transmitted to Virginia Tax.
   A. If the file was successfully transmitted, go to Step 6.
   B. If a message is received that the file did not transmit successfully, contact the Local Uncollectible Team at **(804) 367-0271** for assistance.
      NOTE: There is a separate task for handling rejected files.
      Please refer to TASK: Correct and Resubmit Rejected Local Uncollectible List
6. Fax the Transmittal to Virginia Tax after the file is successfully transferred.
   Department of Taxation
   TAX Local Uncollectible Team
   (804) 367-3014

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