Submit the Local Uncollectible List - IRMS

Process

UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY

Effective Date

01/11/2019

Purpose

This task is performed to submit the **completed** Local Uncollectible List to Virginia Tax. Locality Representatives in the Local Treasurer's Office perform this task when all uncollectible tax due returns have been entered on the Local Uncollectible List.

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 instruction.
- The submit function may be used only once. The list must be complete before using the submit function in IRMS.
- **Print a copy of the list for your records before submission**. The list may **not** be printed after it is submitted.
- The "Uncollectible Advice Amount statement" with the Transmittal form has an explanation of the way the system computes the Advice Amount for the entered Uncollectible bills.

Procedure

Responsibility
Treasurer's Office Locality Representative

Steps

1. Access IRMS and select **Tax Information: Local Uncollectible** from the main menu.
   NOTE: The Local Uncollectible Entry window opens.
2. Select "Local Uncollectible: Existing Information".
3. Review the information on the Local Uncollectible List.
   A. If updates need to be made to the list, make updates as needed.
      Please refer to TASK: Maintain the Local Uncollectible List Information - IRMS
   B. If no updates are needed, continue to Step 4.
4. Print a copy of the **Local Uncollectible List** for your records.
   A. Select Local Uncollectible: Print Existing List.
   B. Retrieve the printed list from your printer.
   C. Verify that all customer data printed.

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5. Create an Uncollectible Transmittal Form to summarize the Uncollectible List.
   Please refer to TASK: Complete the Local Uncollectible Transmittal Form
6. Submit the information to Virginia Tax by selecting **SUBMIT unless corrections are needed on one or more accounts**.
   A. If there are corrections to be handled on taxpayer accounts, the Virginia Tax Local Uncollectible Team will need to resolve these errors before the information may be submitted by the locality through IRMS.
      NOTE: The system prompts the operator with the Advice Amount computed by the system for those customers that could be entered in IRMS. Refer to the "Uncollectible Advice Amount statement" with the Transmittal Form for an explanation of the computation.
7. Accept the Advice Amount by clicking **OK**.
   NOTE: The system prompts the operator to certify the list.
8. Certify and complete the submission of the information to Virginia Tax by clicking **OK**.
9. Exit IRMS.
10. Fax the Transmittal to Virginia Tax.
    Department of Taxation
    TAX Local Uncollectible Team
    (804) 367-3014
11. File the printed copy of the Local Uncollectible List in accordance with your office's procedures.

Published Date

12/01/2020

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