EESMC Local Estimated Payment Files – Error Messages

In an effort to prevent erroneous data from entering IRMS, TAX performs edits on Local Estimated Payment File data submitted through EESMC. If errors are detected, the file is rejected without being processed and is returned to you through EESMC for correction.

This job aid identifies possible error messages you may receive and provides actions you must take in order to correct such errors before resubmitting the file through EESMC.

Error Message	Reference Field(s) Start and End Positions	Explanation	Action
Address should contain data.	**FIRST_TIMER_NEW_ADDRESS** Start Position=67 End Position=67	The **FIRST_TIMER_NEW_ADDRESS** field = 'Y', but the **ADDRESS** field is blank.	Enter the appropriate address data in the ADDRESS field.
Agency Code does not Exist - "X" This ERROR will be shown in the file that is returned should there be an issue.	**FIPS** Start Position=315 End Position=319	An invalid Agency Code (FIPS Code) appears within the actual file.	Ensure that the appropriate/correct 5-digit Agency Code is entered in 51XXX format where "XXX" is the locality's 3-digit FIPS code.
Check address fields.	**ALT_ADDRESS** Start Position=223 End Position=262 **ADDRESS** Start Position=123 End Position=222	The **ALT_ADDRESS** field has data, but the **ADDRESS** field is blank.	Enter the data in the ADDRESS field first, and only use the ALT_ADDRESS field for overflow data.
CHECK_AMT not populated **or** not numeric.	**CHECK_AMT** Start Position=11 End Position=21	• The **CHECK_AMT** field is blank, • an alpha or alpha-numeric character (such as a $ sign) has been entered in the **CHECK_AMT** field, • the **CHECK_AMT** field does not have leading zeros before the check amount.	• Enter the check amount, • Remove any alpha or alpha-numeric characters from the field, • Ensure the field has leading zeros.

Error Message	Reference Field(s) Start and End Positions	Explanation	Action
City should contain data.	**FIRST_TIMER_NEW_ADDRESS** Start Position=67 End Position=67 **CITY** Start Position=263 End Position=302	The **FIRST_TIMER_NEW_ADDRESS** field = 'Y', but the **CITY** field is blank.	Enter the appropriate city name in the **CITY** field.
Computed File Amount Does Not Equal the File Amount Keyed. COMPUTED COUNT=X COMPUTED AMT=XXX.XX KEYED FILE COUNT=Y KEYED FILE AMT=YYY.YY This ERROR will be shown in the file that is returned should there be an issue.		The total amount of the file/record count keyed at upload does not equal the total amount of records/number of records computed from the file. **Example:** Keyed File Count is 3; keyed file amount is $300.00 Computed File Count is 2; computed file amount is $200.00. The following would be displayed: *Computed File Amount Does Not Equal the File Amount Keyed. COMPUTED COUNT=2 COMPUTED AMT=200.00 KEYED FILE COUNT=3 KEYED FILE AMT=300.00*	• Review the detail record amounts and ensure that the total computed amount is what has been entered as the ESTIMATED PAYMENT TOTAL at upload. • Review the keyed record count and ensure that the total computed count is what has been entered as the NUMBER OF RECORDS at upload.
Deposit code not populated.	**DEPOSIT_CERTIF_NUM** Start Position=450 End Position=457	The **DEPOSIT_CERTIF_NUM** field is blank.	Enter the 8-digit Deposit Certificate (DC) number in the **DEPOSIT_CERTIF_NUM** field.
DEPOSIT_DATE not populated.	**DEPOSIT_DATE** Start Position=1 End Position=10	The **DEPOSIT_DATE** field is blank.	Enter the appropriate date in month, day, and year format (MM/DD/YYYY) in the **DEPOSIT_DATE** field. Example: 01/03/2016 would be entered for a payment deposited on January 3, 2016. .
DEPOSIT_DATE not valid.	**DEPOSIT_DATE** Start Position=1 End Position=10	The date in the **DEPOSIT_DATE** field has been entered in an incorrect format.	Enter the date the payment was deposited in month, day, and year format (MM/DD/YYYY). Example: 02/04/2016 would be entered for a payment deposited on February 4, 2016.

Error Message	Reference Field(s) Start and End Positions	Explanation	Action
File contains tab characters – returning to sender. This ERROR will be shown in the file that is returned should there be an issue.		A tab character has been entered at some point in one of the records.	The tab character should be identified and removed from the record.
FIPS not populated **or** not numeric.	**FIPS** Start Position=315 End Position=319	The **FIPS** field is blank or an Alpha character is in the field.	Enter the 5-digit FIPS code of the locality processing the payment and remove any Alpha characters. **OR** Remove any alpha characters. Example: 51085 is the FIPS code for Hanover County.
First name should/should not contain data	**PRI_SSN_FEIN_TYPE** Start Position=77 End Position=77 **IND_FNAME** Start Position=103 End Position=122	The **PRI_SSN_FEIN_TYPE** field = 'S', but the **IND_FNAME** field is blank. **OR** The **PRI_SSN_FEIN_TYPE** field = 'F', but the **IND_FNAME** field has data.	Enter the appropriate first name in the **IND_FNAME** field. **OR** Change the 'F' indicator to 'S'.

Error Message	Reference Field(s) Start and End Positions	Explanation	Action
Invalid Deposit Date. Has to be MM/DD/YYYY format. This ERROR will be shown in the file that is returned should there be an issue.	**DEPOSIT_DATE** Start Position=1 End Position=10	The **DEPOSIT_DATE** field on the first record in the file is in an incorrect format.	Enter the deposit date in a month, day, and year format (MM/DD/YYY) which includes slashes as shown.. NOTE: A slash (/) is expected after the month (MM) and after the day (DD) values. If a slash isn't entered in the designated position or a dash is entered, this error will be produced. <u>Example:</u> A deposit date for May 2, 2016 would be entered as 05/02/2016.
Last name should/should not contain data	**PRI_SSN_FEIN_TYPE** Start Position=77 End Position=77 **IND_LNAME** Start Position=83 End Position=102	The **PRI_SSN_FEIN_TYPE** field = 'S', but the **IND_LNAME** field is blank. **OR** The **PRI_SSN_FEIN_TYPE** field = 'F', but the **IND_LNAME** field has data.	Enter the appropriate last name in the **IND_LNAME** field, **OR** Change the 'F' indicator to 'S'.
Last Name and Trust Name completed **or** Trust Name should be completed	**IND_LNAME** Start Position=83 End Position=102 **NAME_OF_ESTATE_OR_TRUST** Start Position=409 End Position=448 **PRI_SSN_FEIN_TYPE** Start Position=77 End Position=77	Both the **IND_LNAME** and **NAME_OF_ESTATE_OR_TRUST** fields have data. **OR** The **PRI_SSN_FEIN_TYPE** field = 'F', but the **NAME_OF_ESTATE_OR_TRUST** field is blank.	Remove data from one of the fields, as applicable. **OR** Enter the name of the estate or trust in the **NAME_OF_ESTATE_OR_TRUST** field.

Error Message	Reference Field(s) Start and End Positions	Explanation	Action

Potentially Duplicate File
 	
This ERROR will be shown in the file that is returned should there be an issue.
		The first record appearing on the submitted file shows the same SSN as the first record on a previously submitted file.
		
		The following should be reviewed:
		
		• A review of the records appearing on the file to see if this file is an exact duplicate of a file previously submitted to TAX.
		• A review of the first taxpayer record appearing on the file to see if this is a "true" duplicate (a second payment for this taxpayer or a duplicate of one previously submitted)
			Review the file (and contents) to see if it is a duplicate of a previously submitted file.
			.
			    If the file is a duplicate, the file should be archived or destroyed according to your local policy and should not be resubmitted to TAX.
			
			Review the first record on the file to determine if
			• Determine if the first record is a "true" duplicate transaction for the taxpayer or not.
			    ○ If it's a "true" duplicate,
			        ➤ edit the file and swap the placement of the first record with the second one (i.e. the second record will appear as the first record and the first as the second record.
			        ➤ Upload the flle again.
			    ○ If it's not a "true" duplicate, the file should be researched further to determine if the entire file is a duplicate and should be destroyed.

PRI_SSN_FEIN not populated **or** not numeric	**PRI_SSN_FEIN** Start Position=68 End Position=76	The **PRI_SSN_FEIN** field is blank or an Alpha character is in the field.	Enter the 9-digit SSN or FEIN in the **PRI_SSN_FEIN**, ensuring that any alpha or alpha-numeric characters (such as a dash) are removed.
PRI_SSN_FEIN_TYPE not populated	**PRI_SSN_FEIN_TYPE** Start Position=77 End Position=77	The one-character indicator of 'S' or 'F' is missing in the **PRI_SSN_FEIN_TYPE** field.	• Enter 'S' for SSN **OR** • Enter 'F' for FEIN.

Error Message	Reference Field(s) Start and End Positions	Explanation	Action
Secondary name is spaces and 1st time indicator is y	**SEC_SSN** Start Position=320 End Position=328 **SEC_LNAME** Start Position=329 End Position=348 **SEC_FNAME** Start Position=349 End Position=368	The **SEC_SSN** field has data, but the **SEC_LNAME** and **SEC_FNAME** fields are blank.	Enter the appropriate last and first names in the . **SEC_LNAME** and **SEC_FNAME** fields.
State should contain data	**FIRST_TIMER_NEW_ADDRESS** Start Position=67 End Position=67 **STATE** Start Position=303 End Position=304	The **FIRST_TIMER_NEW_ADDRESS** field = 'Y', but the **STATE** field is blank.	Enter the appropriate 2-character state abbreviation in the **STATE** field.
SUBMITTED_DATE not populated	**SUBMITTED_DATE** Start Position=57 End Position=66	The **SUBMITTED_DATE** field is blank.	Enter the submitted date in month, day, and year sequence (MM/DD/YYYY) in the **SUBMITTED_DATE** field.
SUBMITTED_DATE not valid	**SUBMITTED_DATE** Start Position=57 End Position=66	The date is entered in an incorrect format.	Enter the date the payment was submitted to the locality in MM/DD/YYYY format. Example: 03/03/2016 would be entered in the **SUBMITTED_DATE** field for a payment submitted on March 3, 2016.

Error Message	Reference Field(s) Start and End Positions	Explanation	Action
Tax_Year not populated or no numeric	**TAX_YEAR** Start Position=78 End Position=81	The TAX_YEAR field is blank or a value other than a number has been entered within this field.	• Ensure that the first position of the TAX_YEAR field (Position 78) contains a numeric value and isn't blank. • Ensure that <u>all</u> the values in the TAX_YEAR field are numeric and that slashes, alpha characters, etc. haven't been entered. **NOTE:** Sometimes the letter "O" is mistakenly keyed as part of the tax year when a numeric "0" (zero) should be used.
VOUCHER_NUMBER not populated	**VOUCHER_NUMBER** Start Position=82 End Position=82	The **VOUCHER_NUMBER** field is blank.	Enter values **1**, **2**, **3**, or **4** to indicate the Voucher Number/Filing Quarter.
VOUCHER_NUMBER has wrong value	**VOUCHER_NUMBER** Start Position=82 End Position=82	The **VOUCHER_NUMBER** field displays a value other than **1**, **2**, **3**, or **4** which parallels the four filing vouchers/quarters for estimated income tax.	Enter a value of **1**, **2**, **3**, or **4** to indicate the Voucher Number/Filing Quarter.
Zip code should contain data	**FIRST_TIMER_NEW_ADDRESS** Start Position=67 End Position=67 **ZIP_CODE** Start Position=305 End Position=314	The **FIRST_TIMER_NEW_ADDRESS** field displays a 'Y', but the **ZIP _CODE** field is blank.	Enter the appropriate zip code.

*NOTE: Rejected files are returned to the sender through EESMC. If the EESMC file remains unopened, TAX will send an **email** to your Locality Contact Person on record to advise that a data file (error message) needs to be reviewed in EESMC. For this reason, be sure to keep your Locality Contact Person information up-to-date with TAX.*

Once all corrections are made, the file should be resubmitted through EESMC.
If the Transmittal Form changes because of changes made to the file (change to number of records, amount of money reflected on the file, etc.), then an <u>updated</u> Transmittal Form is required.

Please refer to TASK: Correct and Resubmit Rejected Local Estimated Payment Information to TAX – Electronic Submission in TARP.

If you have questions or need additional assistance, please email the IRMS Support personnel at IRMS.Support@tax.virginia.gov