

Tax Due is Greater Than Originally Calculated (Tax Year 2025)

This Job Aid refers **only** to **Tax Due returns** when the taxpayer **owes more than** the amount **originally calculated** on the return.

NOTE: Return information should not be adjusted for penalty and interest. These calculations should be referenced on the associated Form 759, Memorandum of Assessment.

This Job Aid refers to the “Amount You Owe” line for the following forms:

Form 760 – Line **35** Form 760PY - Line **35** Form 763 – Line **35** Form 770 – Line **6**
Form 760CG – “Line” **34** (REMINDER: Cross through the 2-D barcode if an adjustment is made to the return.)

Reminder to Local Screeners:

- The “Amount You Owe” line **MUST indicate the amount the locality is taking responsibility for collecting.**
- The “Amount You Owe” line may or may not equal the remittance amount collected with the return.
- Change the “Amount You Owe” when you change any amount after the computed income tax for tax due returns when the customer owes more than they originally calculated.

Additional Local Screener actions:

- Using **RED** ink, check the LTD line or box/fill-in the oval on any return you have assessed/collected payment for or plan to assess/collect payment for.
- Using **RED** ink, write the dollar amount of the remittance received with the return on the LTD line (bottom of page one of the return).

EXAMPLE:

Customer Files the following:

Amount of tax	2,143
Spouse Tax Adjustment	-259
Net Amount of Tax	1,884
Your Virginia Withholding	-554
Spouse Virginia Withholding	-137
Amount You Owe	1,193

Locality makes changes:

Amount of tax	2,143
Spouse Tax Adjustment	-259
Net Amount of Tax	1,884
Your Virginia Withholding	-95
Spouse Virginia Withholding	-137
Amount You Owe	1,652

A remittance for \$1,193 is included with the tax return. The local screener should check/fill in the LTD bubble/box at the bottom of page 1 of the return and write 1193.00 on the LTD line.

The local screener determines that the W-2 and 1099 Forms for the primary taxpayer total only \$95 in Virginia withholding, not \$554. The screener should line through the \$554 indicated by the customer and write \$95 to the side of the lined-through figure.

If the locality is going to collect the remaining \$459, the screener **MUST** line through the \$1,193 “Amount You Owe” and write \$1,652. The locality should then prepare a Memorandum of Assessment that reflects \$1,193 collected and \$459 assessed for the remaining balance. The locality is taking responsibility for collecting the unpaid amount.

It is important to treat the “Amount You Owe” line accurately to prevent duplicate billing. If the “Amount You Owe” line is not changed in the above example, Virginia Tax will bill the taxpayer for the \$459.