

HANDLE LOCAL ESTIMATED PAYMENTS

Effective Date

01/01/2021

Overview

The local estimated payment process provides information and procedures for submitting Local Estimated Payment information to Virginia Tax by electronic means or by sending paper vouchers. Generally, each tax year, taxpayers file four estimated payments with each accompanied by a voucher (Form 760ES) *Virginia Estimated Income Tax Payment Voucher for Individuals, Estates and Trust*. Unless otherwise approved by the Tax Commissioner, the vouchers are due as follows:

- Voucher 1 is due on May 1st
- Voucher 2 is due June 15th
- Voucher 3 is due September 15
- Voucher 4 is due January 15th of the next calendar year.

The first estimated payment voucher (Voucher 1) is sent to the Commissioner of the Revenue with the second, third, and fourth estimated payment vouchers (Vouchers 2, 3, and 4) sent to the Treasurer.

The data for each taxpayer is entered into the locality's software or a Form 559, Memorandum of Assessment form is completed to log each payment. As outlined in Code Citation 58.1-307, estimated payments received by the Commissioner of the Revenue are to be sent to the Treasurer's Office for handling within 48 hours of receipt. The Treasurer's Office is responsible for updating all taxpayer records, as necessary, preparing a Deposit Certificate (Treasury Form 800), and depositing the payments within 24 hours.

The Locality then sends payment information to Virginia Tax so that each customer's account may be credited with the proper payment amount. The preferred method to submit the estimated payment information to Virginia Tax is electronically via EESMC (External Entity Secure Messaging Center). However, the Locality may forward the paper estimated payment vouchers to Virginia Tax for processing if the office unable to perform the electronic submission.

Local Treasurers should submit estimated payment information at least weekly to ensure that all estimated payments are posted before the tax return claiming the payments is processed.

Each Locality is responsible for handling local estimated payments that are made by a check that are "bad," having been deposited by the Treasurer and returned by the bank.

Tasks

[Correct and Resubmit Rejected Local Estimated Payment Information to Virginia Tax - Electronic Submission](#)
[Prepare Form 559, Memorandum of Assessment for Local Estimated Payments](#)
[Receive, Screen and Sort Forms 760ES](#)
[Submit Local Estimated Payment Information to Virginia Tax - Electronic Submission](#)

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