

Become an Authorized e-File Provider

Process

[PROCESS RETURNS ELECTRONICALLY IN THE LOCALITY - TAX YEAR 2023](#)

Effective Date

01/01/2024

Purpose

Local offices interested in e-filing state tax returns must first become an authorized e-File provider by submitting an application to the Internal Revenue Service (IRS). The IRS will assign an Electronic Filing Identification Number (EFIN) to the local office (assigned by the entity not to each person). Once a local office is an authorized e-File provider they may submit federal and state returns or just the state return through the joint federal/state filing programs.

After obtaining an EFIN, the local office will need to purchase software to be used to submit electronic returns. There are several vendors that provide e-File software and each local office should contact software vendors to negotiate for a site license. A list of approved e-File software vendors may be viewed on Virginia Tax's official [website](#).

NOTE: Local offices that already perform e-filing may be able to offer guidance on the purchase and implementation of software that may be used to participate in the IRS' program.

Procedure

Responsibility

Locality Representative

Steps

1. Access the IRS website and follow the instructions on how to become an authorized e-File provider.
NOTE: Please refer to the official IRS website [link](#).
2. Notify Virginia Tax by email once you receive your Electronic Filing Identification Number (EFIN).
NOTE: Virginia Tax will use this EFIN to provide e-File credit to the locality.
Email Address = ind_efile@tax.virginia.gov
Subject Line = New Locality EFIN
3. Acquire electronic filing software for your local office's use.
4. Determine how your office will use e-File.
NOTE: It is important to decide this in the beginning as it will determine how your office communicates available service offerings to customers.
5. Prepare and file federal AND state tax returns.
6. File federal tax returns AND prepare and file state tax returns.

7. Prepare and file ONLY state tax returns

NOTE: The completed federal information will still be needed in order to prepare and file state information. Should the locality choose this filing option, the local office must ensure that the approved tax preparation software purchased for use by the local office supports efilings of **state only** returns.

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