

# 16 CHAPTER: VIEW LOCALITY PENDING TRANSFERS IN PROGRESS

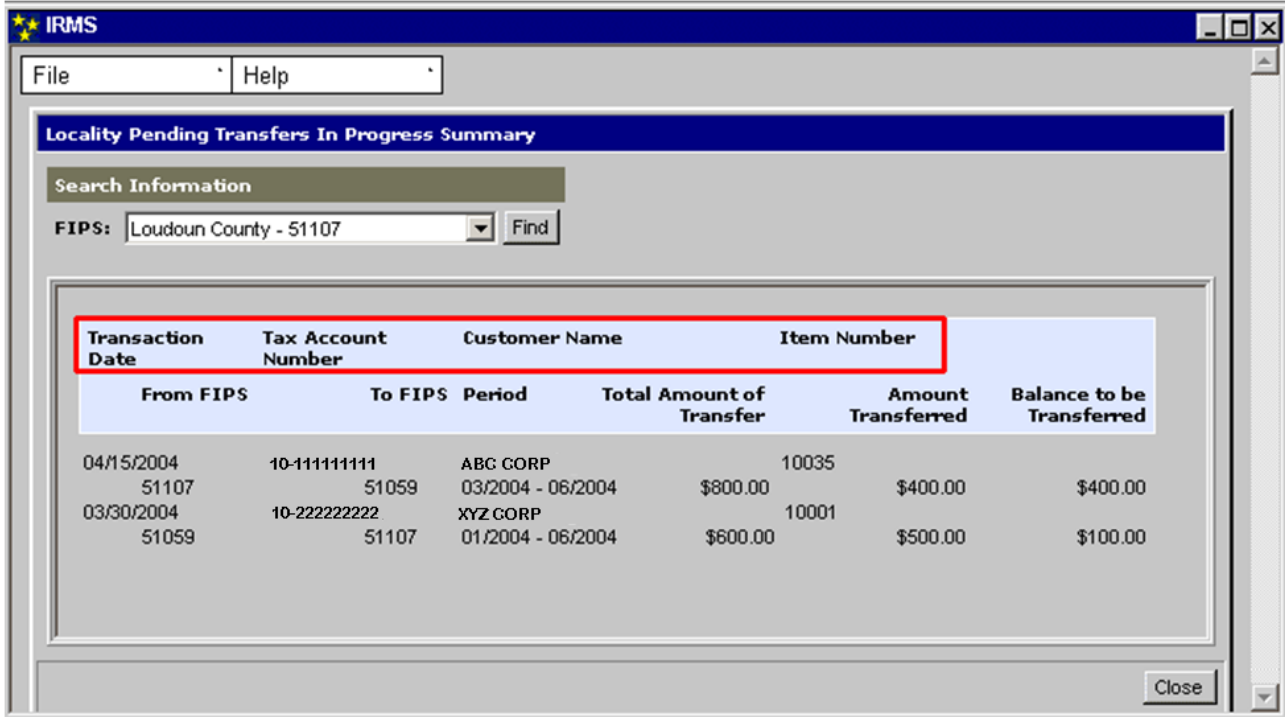
Business taxpayers file sales tax returns and payments with the Department of Taxation (TAX). By law, TAX must distribute the appropriate portion of this revenue to the designated Virginia localities. However, sometimes adjustments are needed that require TAX to transfer revenue from one locality to another locality. Periodically, you will want to review the pending transfers coming to your locality or going from your locality.

## 16.1 View Locality Pending Transfers in Progress

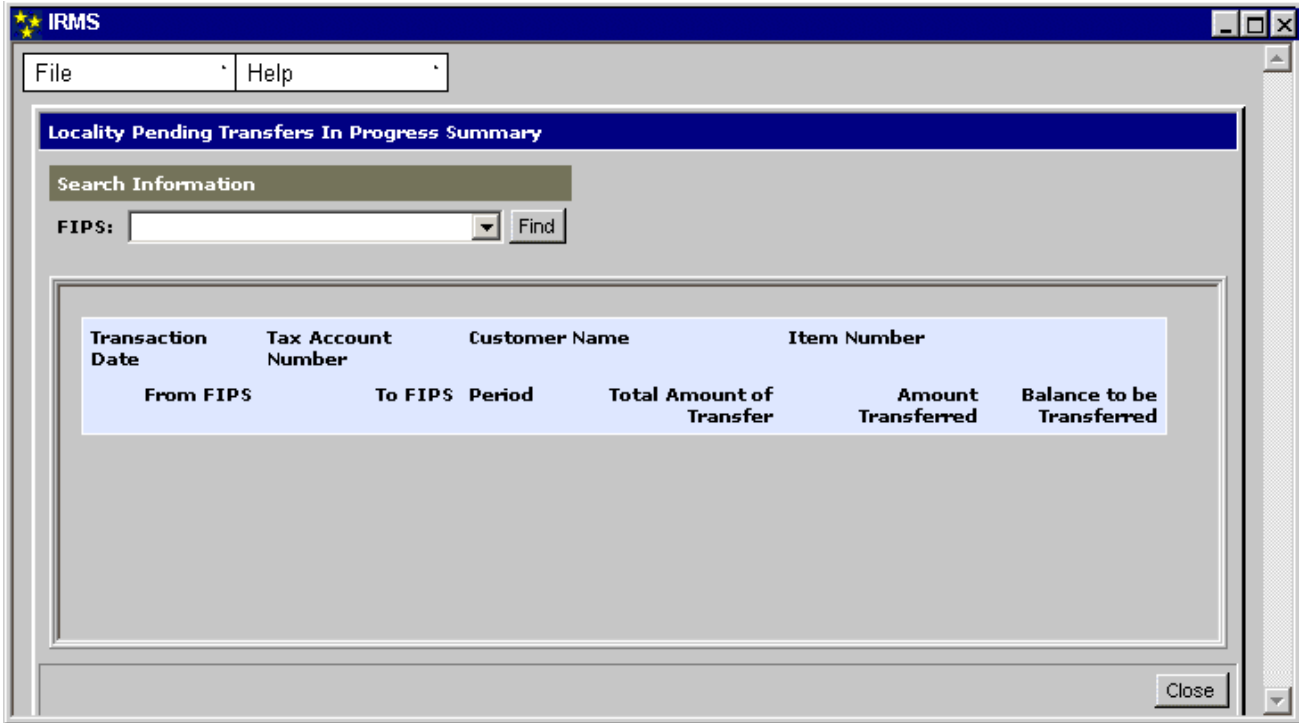
To view transfer information, you use the Locality Pending Transfers in Progress Summary window. You can access this information from the IRMS main window. You can only see information for your locality.

### Locality Pending Transfers in Progress Window

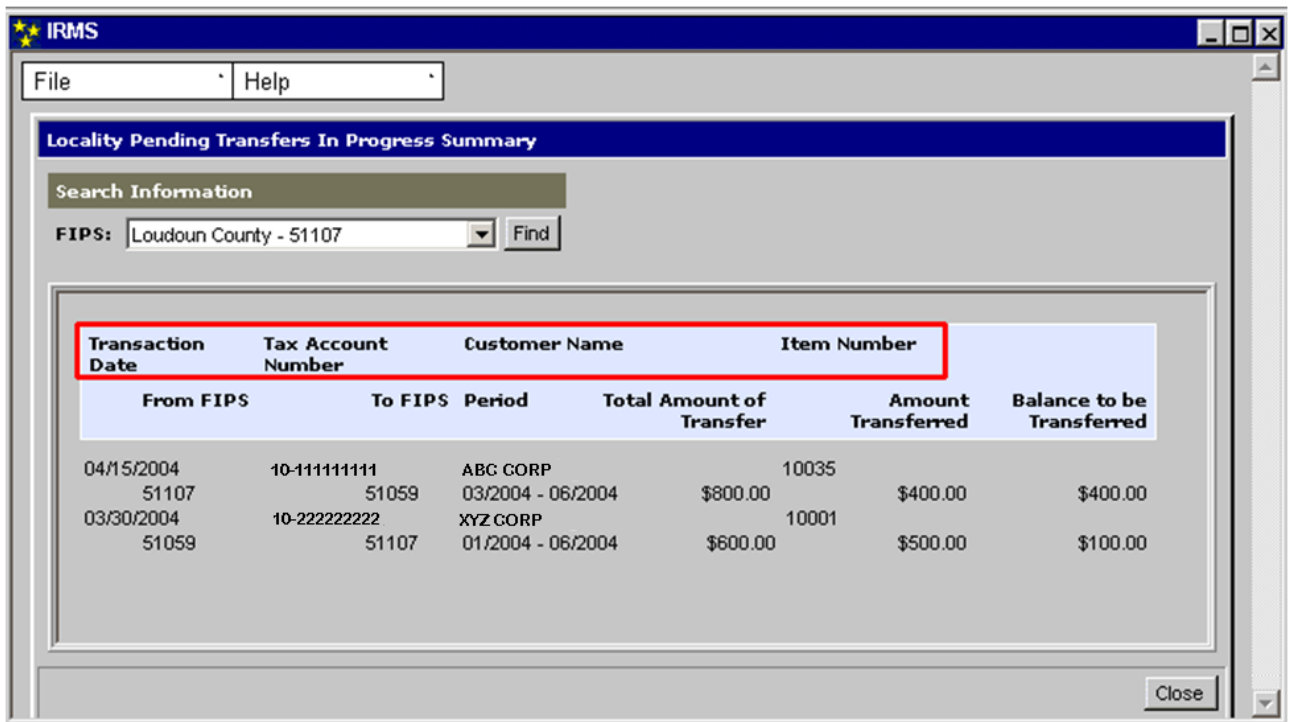
The illustration below is the Locality Pending Transfers in Progress window.







**Step 2:** Type in your **FIPS** code and click **Find**.  
The window displays the information for the selected FIPS code. Remember, only information for your locality can be viewed.



**Step 3:** Click **Close** when you are finished reviewing the information. This will return you to the IRMS Main window.