6 CHAPTER: VIEW PAYMENT AND REMITTANCE INFORMATION

6.1 Overview

IRMS records information in the appropriate Tax Account Period (TAP) when taxpayers make payments to TAX directly or, in some cases, through their localities. IRMS also records information about the remittance (check, credit card, etc.), which is the form of the payment that the taxpayer uses.

6.2 View Payment Information

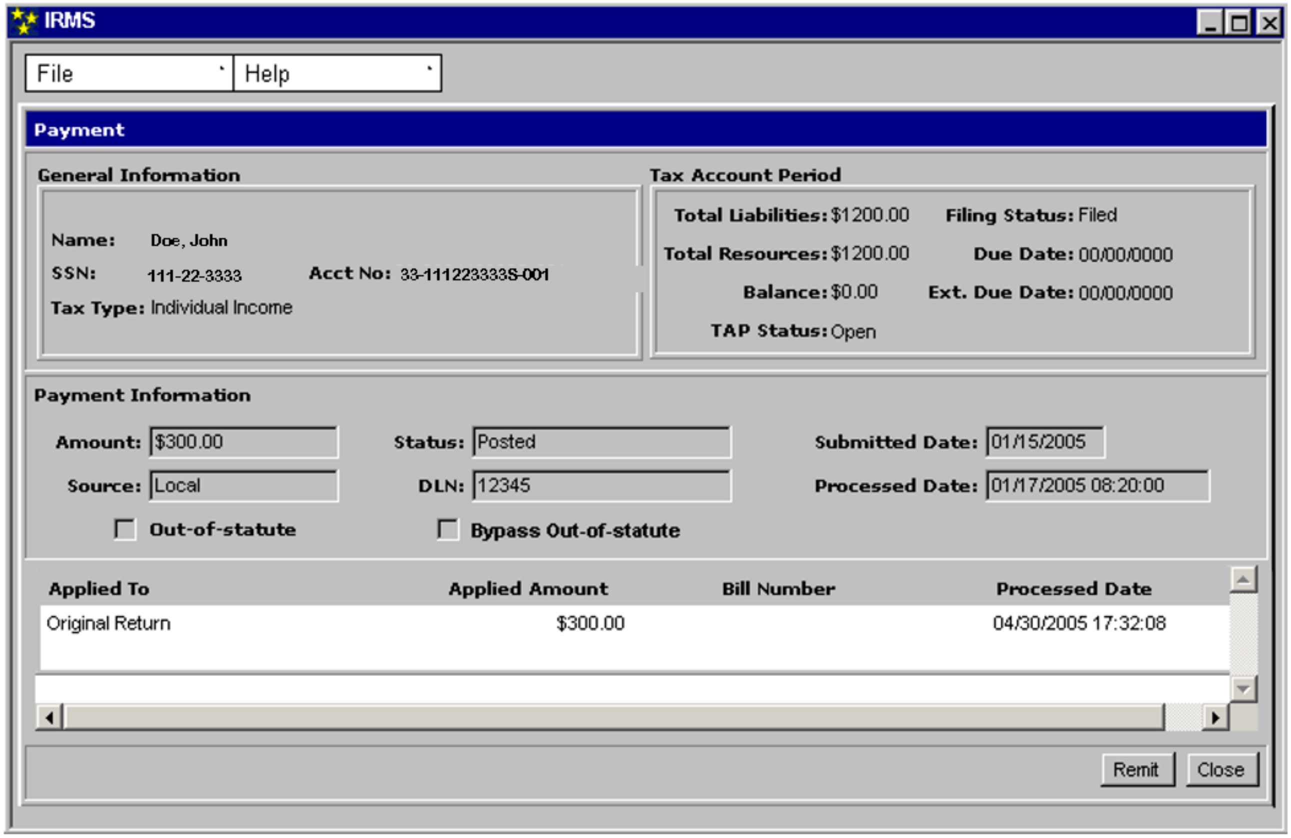
A payment in the IRMS Web application is a tax account period entry that represents resources applied to a tax account period or bill. The type of payment depends on the information provided on the payment voucher. Some examples of payment types include:

- Return Payment
- Estimated Payment
- Bill Payment

These payments display as entries on the Tax Account Period Entries window, and you can access the details of each payment listed from the Entries section in this window, provided your MOU allows you this access.

Payment window

The illustration below is the Payment window.



Payment Window Fields

The table below lists the fields in the Payment window and provides a brief description of each.

Field	Field Type	Description
Name:	System Generated	The name of the account holder (If an individual, the name(s) of the account holder(s). If a business, the name under which the business is legally registered).
SSN/FEIN:	System Generated	The social security number (SSN) of the account holder(s) if an individual. The FEIN (Federal Employer Identification Number) of the account holder(s) if a Business, (If the Tax Type is a Sole Proprietor, then the SSN and FEIN, if available, displays).
Account No:	System Generated	The number assigned to the Tax Account.
Tax Type:	System Generated	The type of customer (i.e., Individual Income, Corporate, etc.).
Total Liabilities:	System Generated	The total amount of tax owed for this period.

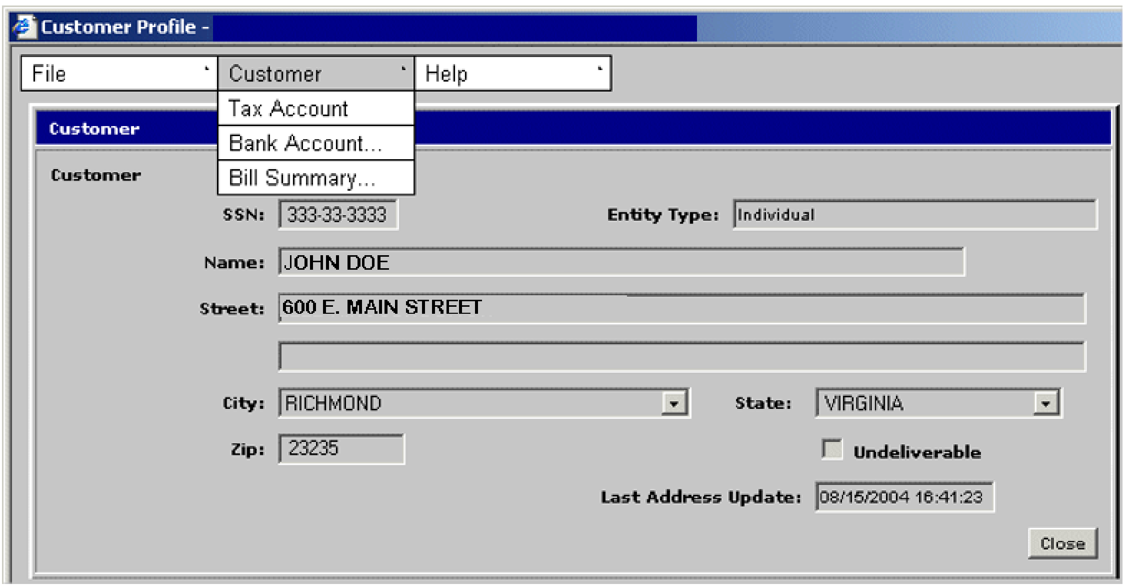
Field	Field Type	Description
Filing Status:	System Generated	Indicates if the filer has or has not filed a return for the period (i.e. Filed, Not Filed). Can also indicate if the return has been adjusted (i.e. Filed-Adjusted).
Total Resources:	System Generated	The amount of credits applied, if any, the taxpayer has for this period.
Due Date:	System Generated	The date the return is due for this period.
Balance	System Generated	The total amount of tax owed after any credits are applied for this period.
Ext. Due Date	System Generated	The date the return is due when an extension has been granted. If an extension has not been granted, this field is blank.
TAP Status	System Generated	The current state of the TAP (i.e. Open, etc.).
Amount	System Generated	The portion of the remittance used to generate this payment.
Status	System Generated	An indicator of where the payment is in the process, (i.e. posted, pending, etc.).
Submitted Date	System Generated	The Submitted Date field varies as follows: ■ Submitted with locally-filed return - the date the Locality received the return ■ On-time locally submitted estimated payment - the voucher due date ■ Late locally submitted estimated payment - the "Mail Received Date" from the late card or envelope's postmark. ■ Electronic submission directly to TAX - the date electronically executed ■ U.S. Mail directly to TAX - the postmark date ■ In-Person delivery to TAX - the hand-stamped date
Source	System Generated	The origin of the payment, such as a check, cash, money order, etc. (If submitted locally, "Local").
DLN	System Generated	A unique identifier associated with the remittance.
Processed Date	System Generated	The date the remittance was processed by IRMS.
Out-of-Statute	System Generated	Indicates the return is out-of-statute.
Bypass Out-of Statute	System Generated	When checked, enables IRMS to initiate the billing process for a liability resulting from a line item adjustment on an out-of-statute return.
Applied To	System Generated	The name of the liability to which the payment was applied.
Applied Amount	System Generated	The amount applied to the liability.

Field	Field Type	Description
Bill Number	System Generated	The unique identifier assigned to the bill (only displays if the payment was applied to a tax bill).
Processed Date	System Generated	The date the payment was processed by IRMS.

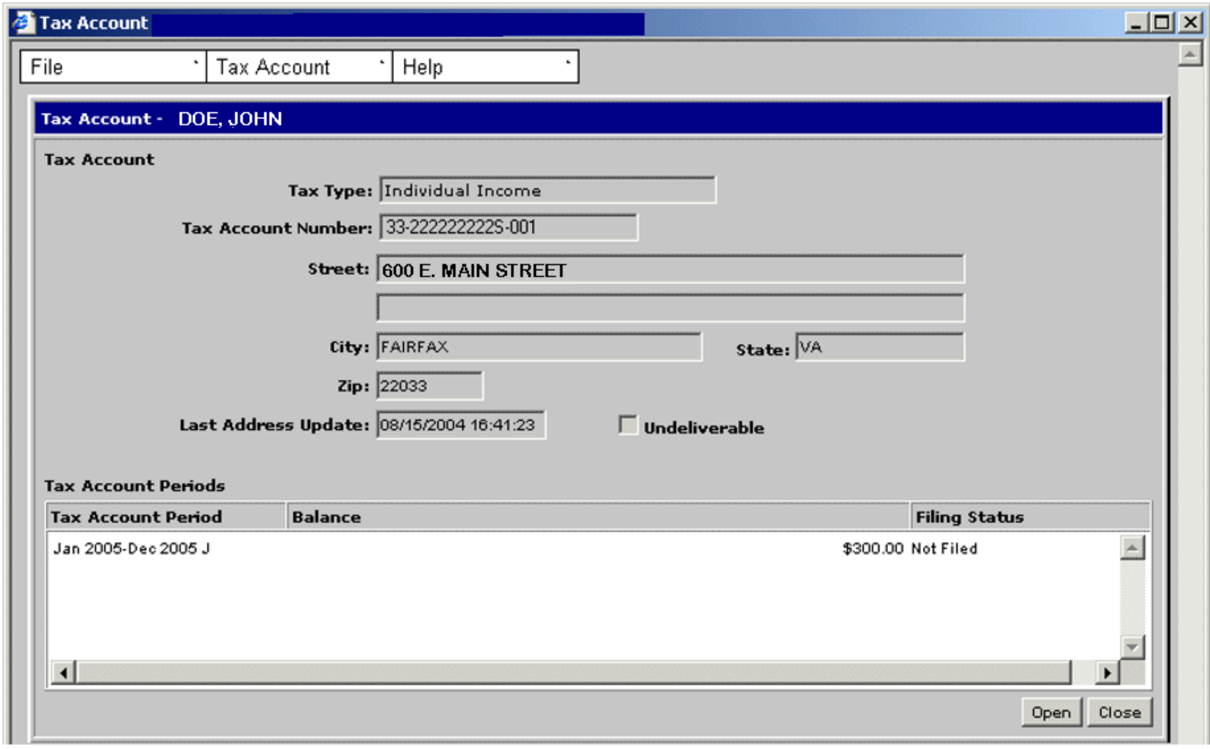
View Payment Information

To view Payment information, the following steps are performed:

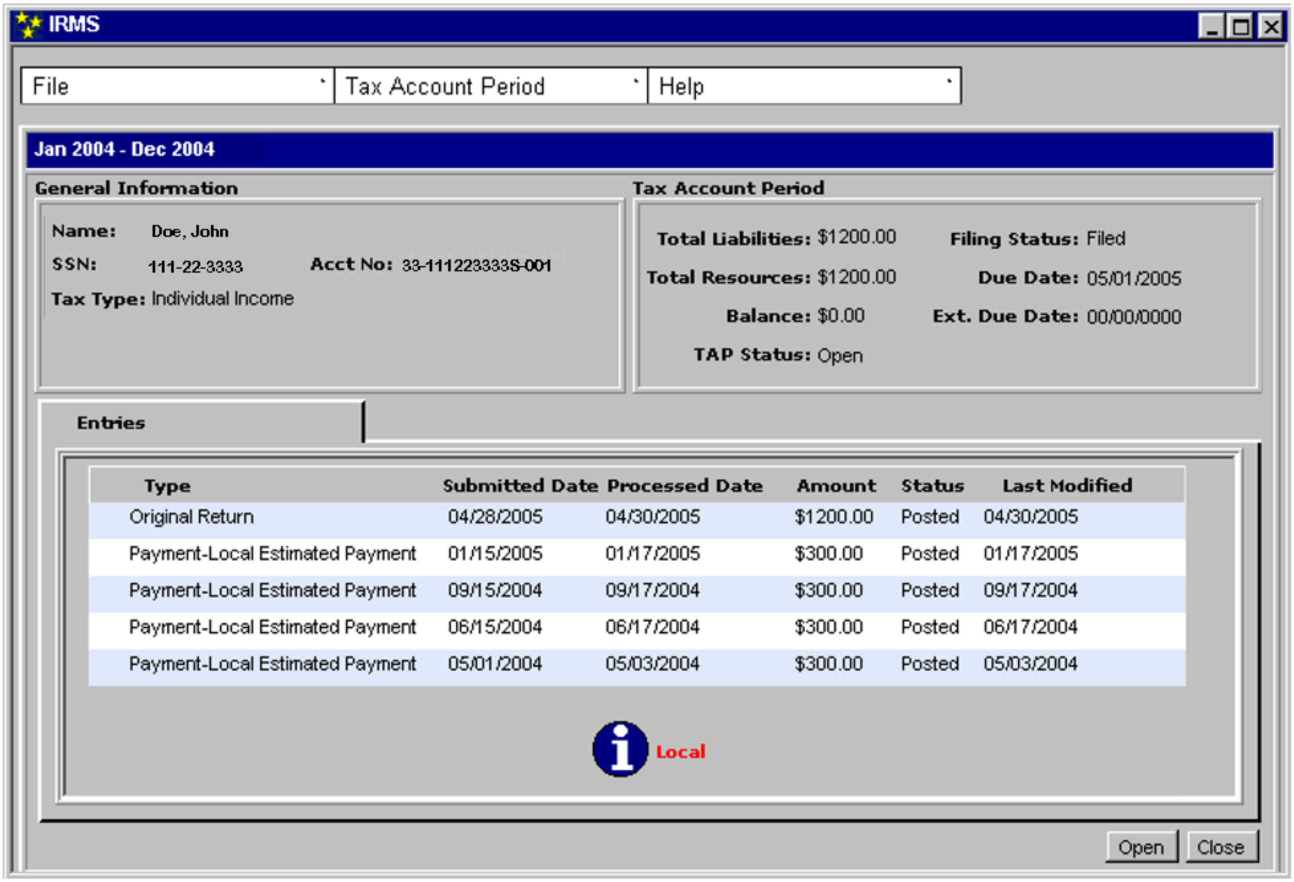
Step 1: Perform a **Customer Search** to open the Customer Profile window (see the *View Customer Profile Information* chapter in this User Guide for detailed instructions on performing a Customer Search).



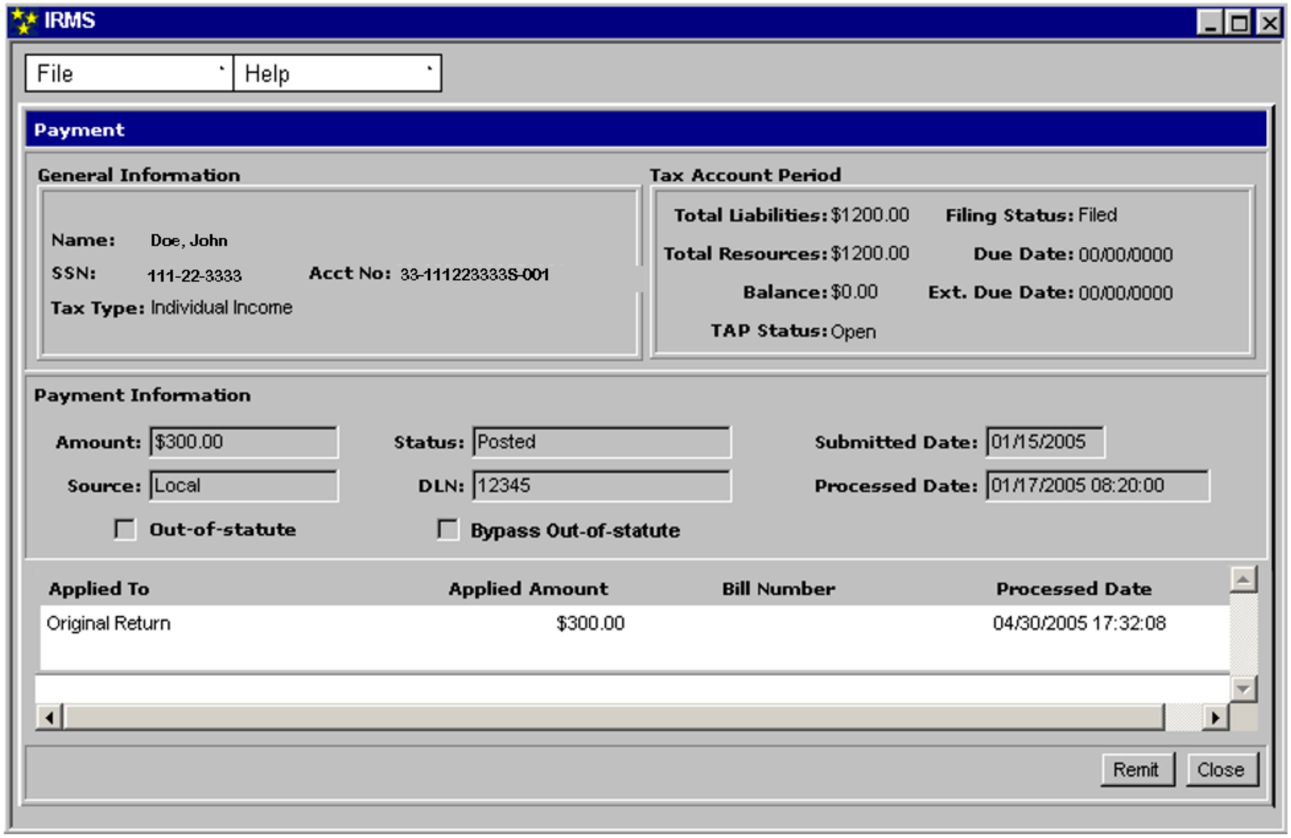
Step 2: From the Customer Profile window, select **<u>Customer: Tax Account</u>**. The Tax Account window opens.



Step 3: **Double-click** on the desired Tax Account Period entry.
The Tax Account Period Entries window opens.



Step 4: **Double-click** on the desired Payment Entry.
The Payment window opens.



Step 5: From the **File** menu, select **Close** to exit the window and return to the Tax Account Period entries window.

6.3 *View Remittance Information*

When IRMS records a remittance, from either an electronic or paper source, it uses the information on the voucher that accompanies the remittance to associate the remittance with the appropriate taxpayer, Tax Account, and Tax Account Period. After associating the remittance, IRMS then creates a payment(s). One remittance can generate one or more payments in IRMS.

You can view detailed information about each remittance (check, credit card, etc.) on the Remittance window in the IRMS Web application.

Remittance Window

The illustration below is the Remittance window:

Remittance window fields

The table below lists the fields in the Remittance window and provides a brief description of each.

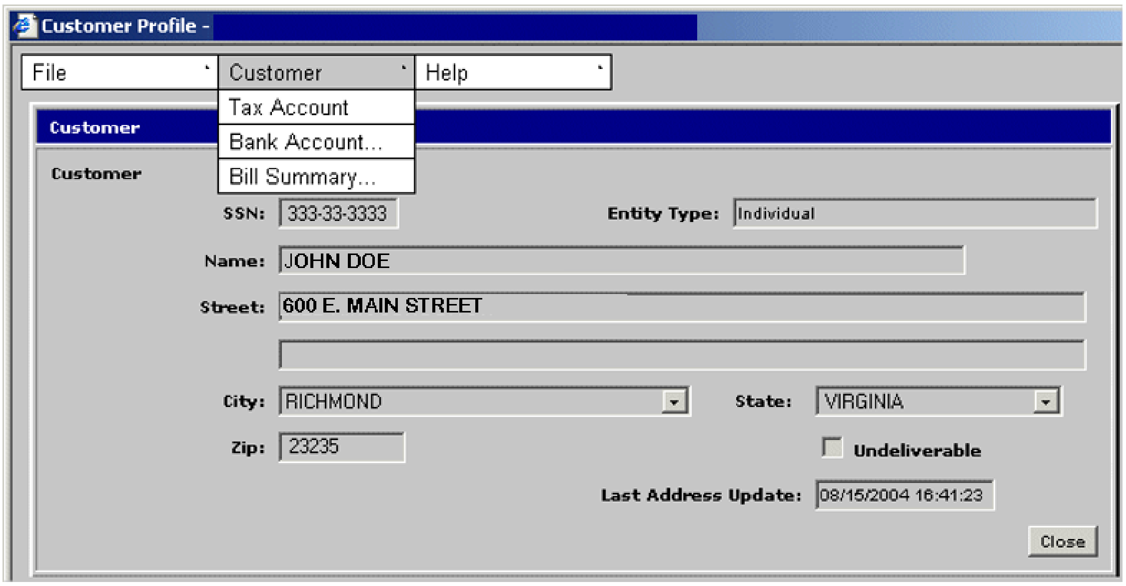
Field	Field Type	Description
Submitted Date	System Generated	The date the taxpayer legally "submitted" the remittance to TAX (the effective date of the remittance).
Processed Date	System Generated	The date the remittance was processed by IRMS.
Deposit Date	System Generated	Same as the date TAX receives the estimated voucher (either directly from the taxpayer or from the Locality).

Field	Field Type	Description
Status	System Generated	The current state of the remittance in IRMS (i.e. active, reversed, etc.).
Received Date	System Generated	The date the remittance was received by TAX.
Amount	System Generated	The total of the remittance (this can differ from the total of the payment if the remittance is applied to more than one payment).
Method of Payment	System Generated	The form of the remittance (i.e. check, money order, credit card, or "Local" if the funds were sent to a Locality).
DLN	System Generated	A unique identifier assigned to each remittance as a way of indexing items received by TAX.
Credit Card Type	Not Populated	Not Populated
Payment Medium	Not Populated	Not Populated
Audit Case ID	Not Populated	Not Populated
Check Number	Not Populated	Not Populated
Bank Account Number	Not Populated	Not Populated
Routing/Transit Number	Not Populated	Not Populated
Foreign Check	Not Populated	Not Populated
Receipt Number	Not Populated	Not Populated
Customer	System Generated	The taxpayer's name (If an individual, the name of the taxpayer. If a business, the name under which the business is legally registered).
Bill Number	System Generated	The number of the tax bill to which the payment is applied (blank if payment is not applied to a bill).
Tax Account Number	System Generated	Identifies the tax account to which the payment was applied.
Tax Account Period	System Generated	Identifies the tax account period to which the payment was applied.
Detail Type	System Generated	The type of the payment (i.e. local estimated, bill payment).
Amount	System Generated	The amount of the remittance applied to the payment.
Voucher Number	System Generated	Indicates the quarter in which the remittance was applied to payment.

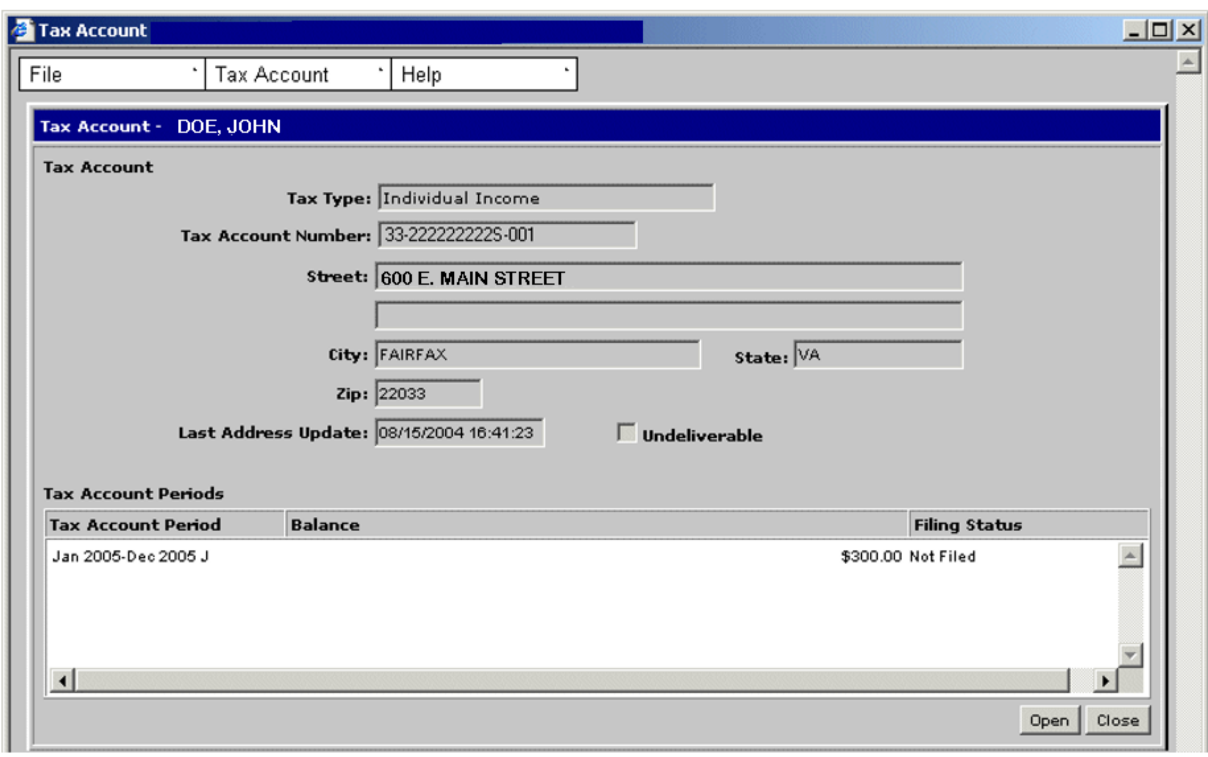
View Remittance Information

To view remittance information, the following steps are performed:

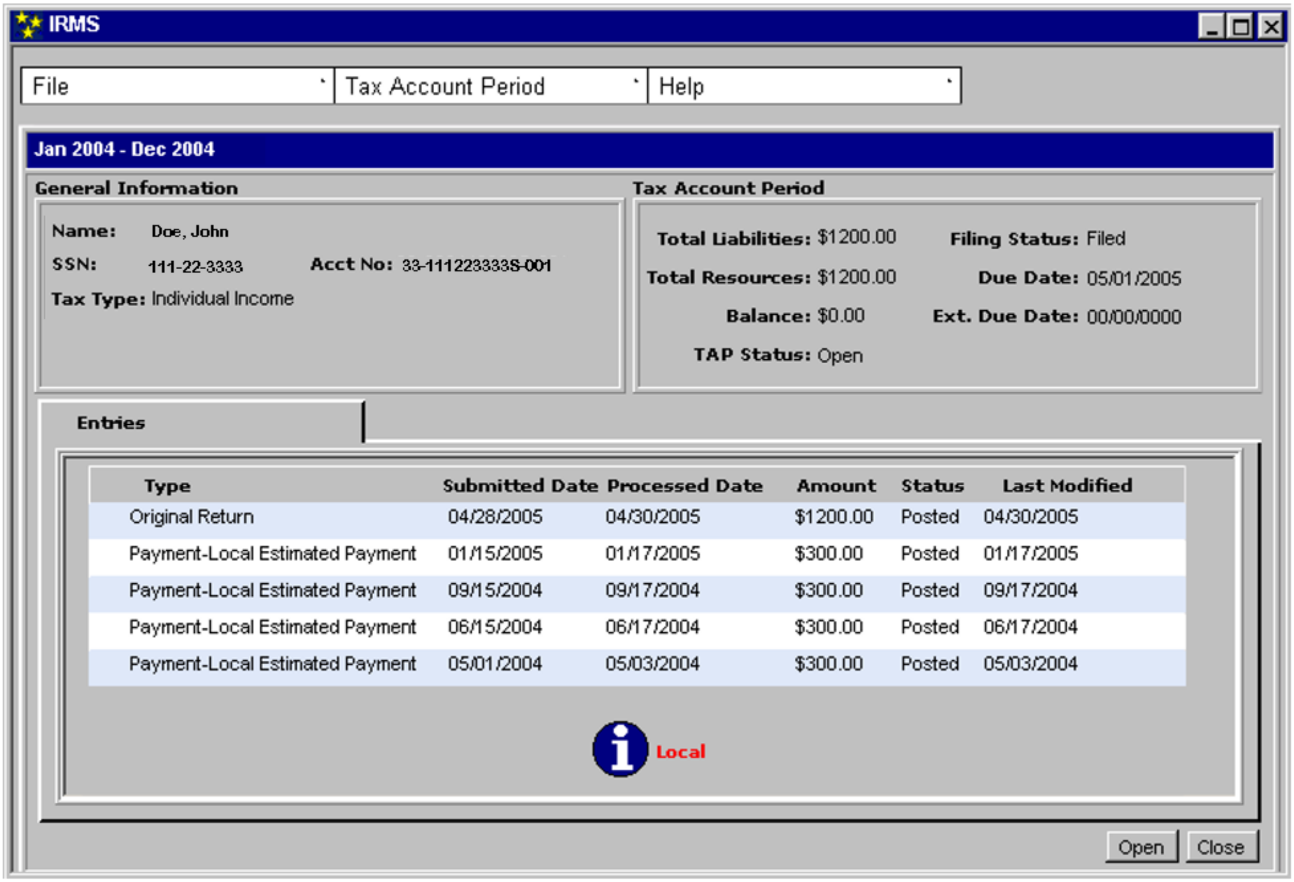
Step 1: Perform a **Customer Search** to open the Customer Profile window (see the *View Customer Profile Information* chapter in this User Guide for detailed instructions on performing a Customer Search).



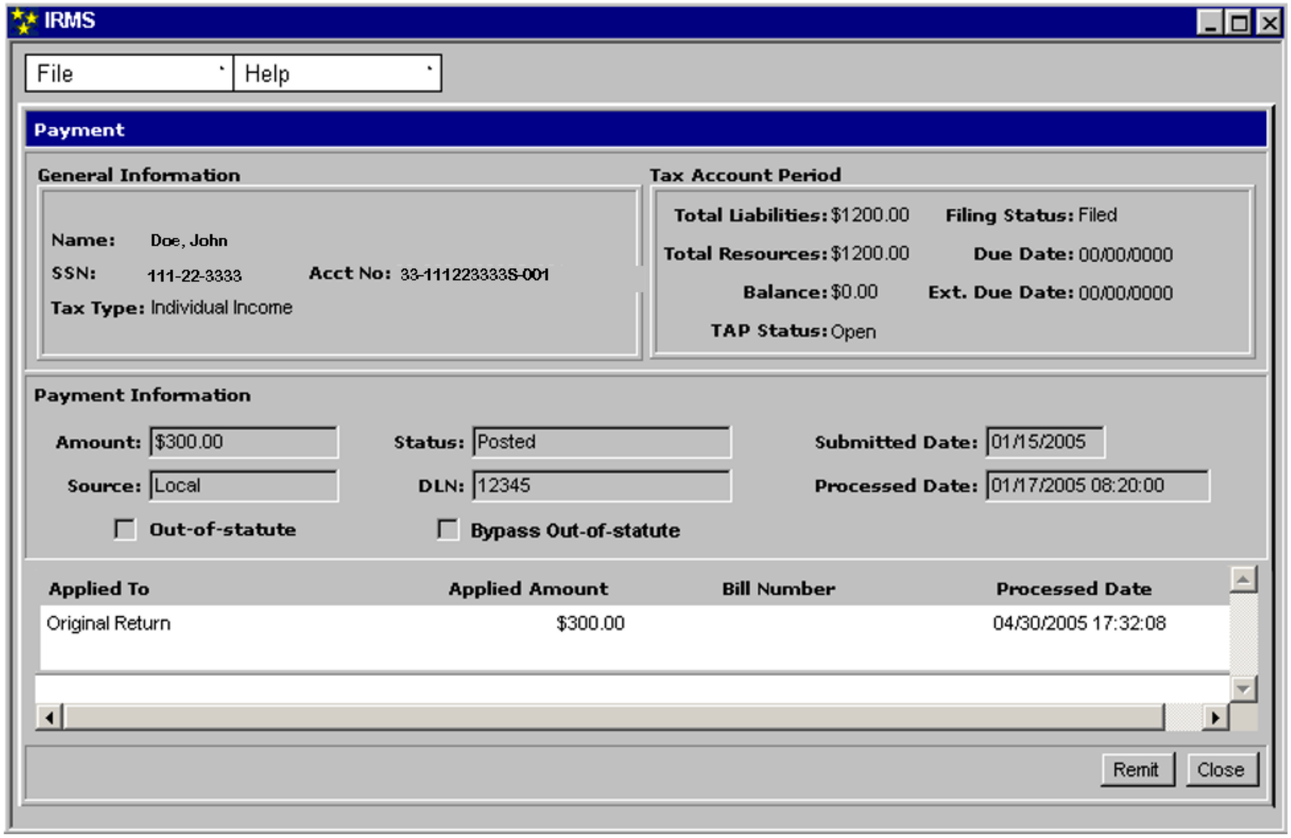
Step 2: From the Customer Profile window, select <u>**Customer: Tax Account**</u>. The Tax Account window opens.



Step 3: **Double-click** on the desired Tax Account Period entry. The Tax Account Period Entries window opens.



Step 4: **Double-click** on the Payment Entry. The Payment window opens.



Step 5: Click **Remit**. The Remittance window opens.

NOTE: Based on access, various elements appearing in the **Additional Information** portion of the Remittance window will not be populated.

Step 6: Click **Close** to close the Remittance window and return to the Payment window.