

# VIRGINIA FUELS TAX INFORMATION AND NEWS



Department of Motor Vehicles  
Tax Services  
P.O. Box 27422  
Richmond, VA 23269-7422

## *E-FILING REPORTS AND SCHEDULES*

### **MANDATE**

**AUGUST 2004**

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Virginia is offering you the opportunity to start e-filing now. If you start now, you will be assured of beating the deadline and because e-filing is easier and less time consuming, you will begin to save time and effort. It is extremely important to note that the electronic process usually takes 90 days to complete, therefore, it is pertinent to get started early to eliminate late filing penalties or even license cancellation.

Beginning with the July 2005 fuel activity report, distributors, motor fuel transporters, fuel alcohol providers, bulk users of alternative fuel, providers of alternative fuel, retailers of alternative fuel, aviation consumers and blenders in Virginia will be **required** to submit all monthly reports and schedules electronically.

In order for us to adequately prepare for your electronic filing training, we are asking that you take a few minutes to complete the attached application which indicates your filing method of choice. Applications should be mailed to DMV **no later than August 20, 2004**. **Failure to comply with the August 20<sup>th</sup> date may result in license cancellation.**

#### **Mail application to:**

Department of Motor Vehicles  
Tax Services  
P.O. Box 27422  
Richmond, Virginia 23269-7422

Upon receipt of your application, DMV will notify our vendor, Affiliated Computer Services (ACS), who will in turn contact you with necessary information along with a password and ID to be utilized in submitting your tax return.

#### **CONTACT INFORMATION:**

If you have questions regarding this information, you may contact:

Jackie Dunn  
Sr. Tax Examiner  
(804) 367-4328

Sam Hunter  
Fuels Tax Manager  
(804) 367-8877

Karen Scales  
Program Manager  
(804) 367-0244

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The Department of Motor Vehicles and our motor fuel compliance partner, ACS, have developed two methods (web form filing and EDI filing) with three options by which you can submit your tax return electronically.

### **Option 1 - - Direct Filing via the Internet (Web Filing)**

Web direct form filing allows smaller reporting entities to file electronically by completing the tax reporting forms directly on the Internet. This option is particularly effective for those reporting entities that have 100 or less transactions to report and whose internal applications are not set up to transmit output files.

Web form filer system requirements:

- Pentium III or higher Pentium IV recommended
- 800 MHz or faster
- Internet Explorer 6.0 or higher with latest service pack
- Latest version of Microsoft Internet Explorer
- Browser should support 128 bit encryption
- 256 MB RAM or higher
- 40 GB hard drive (100 MB cache) or more
- Adobe Acrobat 5.0
- Control Panel/Fonts must include OCR True Type Font file (Ocraxext.ttf)
- Printer must support OCR True Type Fonts see recommended printer list for state use
- Latest version of Java Virtual Machine for Windows Operating Systems

Training sessions will be scheduled for all web form filers. In addition to the training date and time, you will be provided with a toll-free telephone number and web address. You should call the telephone number and log-on to the web site at the appointed date and time to complete training on how to complete your tax return by using Web filing forms. Upon completion of the training, you should begin submitting tax returns electronically utilizing this method.

### **Option 2 - - Transmission of EDIX.12 via the Internet (EDI Filing)**

The EDI filing method allows persons who have large volumes of data to transmit and/or are planning to develop a computer program to complete their reports and schedules electronically.

You will be provided with file format requirements and will be required to successfully test a minimum of two (2) electronic tax return data files for two separate tax periods. ACS will review your electronic tax return data files and discuss any issues that may arise to prevent you from submitting the file successfully. ACS will request you to fix any errors prior to the next file submission. Once you successfully submit two(2) electronic return data files as a test, you will be authorized to submit tax return data directly to the fuel tax production system.

For the first month of production submission, you will also be asked to send a paper face copy to the DMV. DMV will utilize this copy to compare with the data sent electronically to ensure that a successful transmission has taken place based on the information you submitted.

### **Option 3 - - Transmission of ASCII Flat-File via the Internet (EDI Filing)**

Like Option 2, persons who have or who are planning to develop a computer program to complete their reports and schedules would utilize this option. The only difference is the format used to transmit the data which is believed to be more user friendly.

Persons selecting Option 3 will adhere to the same testing procedures with ACS as Option 2 and will also be required to submit a paper face copy to DMV for the first month of production submission.



# VIRGINIA FUELS TAX ELECTRONIC/INTERNET FILING APPLICATION

## Applicant Information

Please print in ink or type

Application Date	Company Name	Federal Employee Identification Number (FEIN)		
Address		City	State	Zip Code
Virginia Fuels Tax License Number	License Type(s) (List all types of licenses held.)			
Contact Person Name	Telephone Number (      )		E-mail Address	

## Transmission Format Information

Check the applicable box to indicate how you will transmit the electronic data.

Transmit Format:	<input type="checkbox"/> EDI ANSI X.4030	<input type="checkbox"/> ASCII Flat File	<input type="checkbox"/> Internet (WEB)
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## Disclaimer

The system is for the use of authorized clients only. Individuals using the computer network system without authorization, or in excess of their authorization, are subject to having all their activity on this computer network system monitored and recorded by system personnel. To protect the computer network system from unauthorized use and to ensure the computer network system is functioning properly, system administrators monitor this system. Anyone using this computer network system expressly consents to such monitoring and is advised that if such monitoring reveals possible conduct of criminal activity, system personnel may provide the evidence of such activity to law enforcement officers. Access is restricted to authorized users only. Unauthorized access is a violation of state and federal, civil, and criminal laws.

This form enables the applicant to file the Virginia fuels tax activity information electronically using ACS, the Virginia-approved vendor.

## Signatures

Applicant's Signature	Date
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## ACS Use Only

MFT Account Identification	
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