

## ***Common Reasons Why***

As Virginia prepares filers for the new electronic reporting system WEB DIRECT, the DMV would like to list a few reasons why files have not been successfully transmitted over the years. It is imperative for Virginia Fuels Tax filers to review all files in the future to ensure successful transmissions. Files with errors will require the attention of the filer before the file can be successfully transmitted.

- **Incorrect FEIN**  
Virginia requires a 9 digit number to be reported as the Federal Employer Identification Number (FEIN) or Social Security Number (SSN). This number should not contain any non-numerical characters.
- **Incorrect VA License Number**  
Virginia requires a filer to report as the Virginia License Number an 11-digit number which normally consists of the filers FEIN number plus two zeros at the end of the FEIN.
- **Tax Types**  
A filer must correctly report the type of license issued by the Commonwealth. A Supplier should report one of the following license types: SP- Supplier; ES- Elective Supplier or PS-Permissive Supplier. The proper license type is reflected on the Virginia Fuels Tax License Certificate.
- **Incorrect number of field delimiters**  
When EXCEL spreadsheets are used to create ASCII flat-files, some common characters create delimiters. Field delimiters should be reviewed to ensure proper formatting of data and successful transmission of information. Commas are creating asterisks (“\*”) which are incorrectly formatting data.
- **Incorrect TIA Code Formats**  
ASCII and EDI filers use Tax Code Standards to identify certain line items on the Tax Return that can not be calculated. To file TIA(s), standard codes, specific fields are used. Fields 1 through 14 are commonly used followed by field 35. All other fields are denoted with an asterisk (\*).
- **Incorrect Date Formats**  
When EXCEL spreadsheets are used to create ASCII flat-files, date formats vary. The shipped/received date is required to be in the following format, mmddccyy (no slashes are necessary).
- **Incorrect Buyer/Seller or Carrier Data**  
Buyer/Seller or Carrier Data include quotes (“”) and asterisks (\*). Data should not contain these characters.

- **Original return data and Amended Return Data are not clearly identified**  
ASCII flat –filers are required to denote in Column 3, Return Type, if the return is an Original (O) or an Amendment (A). When filing an amended return **all** reported data should be reported as “A” for Amendment in Column 3.
- **Additional Spaces and Asterisks**  
When EXCEL spreadsheets are used to create ASCII flat-files, additional spaces and asterisks appear in records. Spaces are unacceptable and asterisks redefine data. Spaces and asterisks incorrectly appear after the postmark fields. Gallon amounts are incorrectly formatted with asterisks to offset the “thousand” place.
- **Incorrect or multiple postmarks**  
All records should have the same postmark. One postmark should appear in each record and should not be followed by asterisks or spaces.

May 11, 2006