



A Deeper Dive with IRMS Sales Tax Reports

COMMISSIONER OF THE REVENUE

OCT 2020





IRMS Reports

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- 75 Vehicle Rental Tax Distribution Report (COR & Treasurers)
- 148.A Gross Receipts for Locality Report – Cumulative
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- 248.T Communication Tax Report Distribution (PDF only)



IRMS Reports

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- 253.T Communication Tax Distribution Annual Report (August)
- 280.0 Gross Receipts for Locality Report – Monthly
- 285 Communications Tax Providers Report
- SCH FED Federal Schedule C/Schedule FED
- 004D.0 Locality Distribution Detail Information Report



Report 003.A

Locality Transfer Detail

- Information on Sales & Use Tax revenue transferred between localities.
- Sort data in ascending order by FIPS code.
- Review transfers made in and out of your locality.
- Monitor transfers that will take up to 6 months.
- Use this report to reconcile transfers reported in Report 004D.0
- The frequency of this report is monthly



Report 003.A

Locality Transfer Detail

5

For Locality: #####

Transferred In

Transfer Date	Tax Account Number	Customer Name	Begin Period	End Period	From Locality	Reason	Loan	Total Amount to be Transferred	Amount Transferred to Date	Balance to be Transferred After this Month
5/11/2020	10-123123123F-001	BUSINESS NAME	201907	201912	#####	At the locality's request	Y / N	180.92	180.92	0.00
5/14/2020	10-123123123F-001	BUSINESS NAME	201908	202002	#####	At the locality's request	Y / N	724.46	362.23	362.23
In: Locality #####					Sum:			905.38	543.15	362.23

Transferred Out

Transfer Date	Tax Account Number	Customer Name	Begin Period	End Period	To Locality	Reason	Loan	Total Amount to be Transferred	Amount Transferred to Date	Balance to be Transferred After this Month
5/17/2020	10-123123123F-001	BUSINESS NAME	201904	201909	#####	At the locality's request	Y / N	64,156.00	32,078.00	32,078.00
5/22/2020	10-123123123F-001	BUSINESS NAME	201910	201912	#####	At the locality's request	Y / N	5,082.71	5,082.71	0.00
5/24/2020	10-123123123F-001	BUSINESS NAME	202001	202003	#####	At the locality's request	Y / N	24,344.66	24,344.66	0.00
Out: Locality #####					Sum:			93,583.37	61,505.37	32,078.00



Report 061.1

Registration Tax Type Activity for the Month⁶

- Report lists registration activity, such as additions, modifications, and deletions by tax type.
- Review any change a business in your locality has made such as a name change or a FEIN change.
- A change request has been submitted to identify the type of change.
(Publication date to be determine).
- The frequency of this report is monthly.
- You will need to obtain authorization from your neighboring locality to begin receiving this report for their locality.



Report 061.1

Registration Tax Type Activity for the Month

7

Report ID: 061.1

Date Created : 07/02/2020

Locality	Tax Type	External ID	Tax Acct Number	Trading As Name	Address	Address 2	City	State	Zip Code	Trans Date	Trans Type	BLD	ELD
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	911 WINDY RIDGE DR	STE A	City Name	VA	245232415	7/30/2005	Closed	1/1/2005	12/31/2018
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	1614 TILLMAN DRIVE	STE B	City Name	VA	24122	5/15/2009	Closed	5/1/2009	6/30/2019
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	1034 GLADDY BRANCH RD		City Name	VA	245236854	6/17/2020	added	7/1/2020	
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	513 BLUE RIDGE AVE		City Name	VA	245232603	6/11/2020	added	6/1/2020	
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	110 N BRIDGE ST	STE B	City Name	VA	245231924	6/4/2020	Change		9/30/2019
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	1332 VENTURE DRIVE	STE C	City Name	VA	245515019	2/26/2019	Closed	6/1/2014	1/31/2020
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	1302 PARK ST		City Name	VA	245232142	6/12/2020	added	6/1/2020	
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	1030 OLDE STONEY TRL		City Name	VA	241042994	12/31/2018	Closed	12/1/2018	12/31/2019
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	1011 MARINERS VILLAGE DR	STE C	City Name	VA	241043548	8/17/2012	Closed	1/1/1980	6/30/2020
Locality Name - Fips	Sales and Use	123123123	10123123123F001	Business Name	1146 CARLTON PL	STE A	City Name	VA	245514841	4/20/2020	Closed	1/1/1980	6/30/2020



Report 75.0

Vehicle Rental Tax Distribution

8

- Report reflects the dollar amount to be distributed to your Locality.
- The frequency of this report is monthly



Report 75.0

Vehicle Rental Tax Distribution

9

FIPS

Locality Name - FIPS

Tax Account Number	FEIN	Display Name	Tax Period	Amount
17-123123123F-001	123123123	COMPANY NAME	May 2020	14,911.87
17-123123123F-001	123123123	COMPANY NAME	May 2020	7,162.08
17-123123123F-001	123123123	COMPANY NAME	May 2020	3,027.03
17-123123123F-001	123123123	COMPANY NAME	May 2020	721.04
17-123123123F-001	123123123	COMPANY NAME	May 2020	495.19
17-123123123F-001	123123123	COMPANY NAME	May 2020	193.04
17-123123123F-001	123123123	COMPANY NAME	May 2020	133.60
17-123123123F-001	123123123	COMPANY NAME	May 2020	130.88
17-123123123F-001	123123123	COMPANY NAME	May 2020	36.09
17-123123123F-001	123123123	COMPANY NAME	May 2020	29.25
17-123123123F-001	123123123	COMPANY NAME	Jun 2020	101.84
17-123123123F-001	123123123	COMPANY NAME	Jun 2020	73.57
FIPS - DSFEE Amount				-55.70
Total for: Locality Name - FIPS				26,959.78



Report 148.0

Gross Receipts for Locality

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- Report displays the gross sales by locality to assist in determining if the correct amount of tax has been assessed for the local business license.
- This is a cumulative report
- The frequency of this report is monthly
- Compare gross sales reported to Department of Taxation to business license gross receipts (The March report should reflect the previous calendar year gross sales).



Report 148.0

Gross Receipts for Locality

11

Locality - Fips

Run Date: 07/03/2020

For Tax Year 2020

Tax Acct Num	Trading As	Business	Phys Addr Line1	Phys Addr	Phys City	Phys State	Phys Zip	Mail Addr Line1	Mail Addr	Mail City	Mail State	Mail Zip	NAICS Code	Naics Desc	BLD	ELD	Filing Freq	Num of Period	Tax Year	Gross Sales	Personal Use	Exempt Sales Other	Tot Taxable	Gen	Fd	Number of Locations
10-123123123F-001	Name	Name	225 COFFEE RD	APT 71	City	VA	245033822	225 COFFEE RD	APT 71	City	VA	245033822	451110	Sporting Goods Stores	02/2002		Q	1	2020	0.00	0.00	0.00	0.00	0.00	0.00	0
10-123123123F-001	Name	Name	202 RIDGELINE LN		City	VA	245021102	202 RIDGELINE LN		City	VA	245021102	454	Nonstore Retailers	06/2018	03/2020	Q	1	2020	1,181.67	0.00	0.00	1,181.67	1,181.67	0.00	0
10-123123123F-001	Name	Name	218 IVY DR		City	VA	245033055	218 IVY DR		City	VA	245033055	45322	Gift, Novelty, and Souvenir Stores	04/2002		Q	1	2020	0.00	0.00	0.00	0.00	0.00	0.00	0
10-123123123F-001	Name	Name	109 13TH ST		City	VA	245041825	PO BOX 800		City	VA	245050800	453998	All Other Miscellaneous Store Retailers	06/2003		M	5	2020	62,931.28	0.00	53,172.68	9,758.60	9,758.60	0.00	0
10-123123123F-001	Name	Name	1219 MAIN ST		City	VA	245041817	PO BOX 4194		City	VA	245020194	42499	Other Miscellaneous Nondurable Goods	10/2008		M	5	2020	27,827.92	0.00	2,030.39	25,797.53	14,481.32	11,316.21	0
10-123123123F-001	Name	Name	10100 NOKESVILLE RD		City	VA	201104144	3555 FARNAM ST		City	NE	681313311	238212	Nonresidential Electrical Contractors	06/1996		M	5	2020	0.00	28,327.85	0.00	28,327.85	0.00	0.00	5
10-123123123F-001	Name	Name	17465 ELTHAM RD		City	VA	23181	PO BOX 9149		City	MA	020619149	562000	Waste Management and Remediation S	01/1994		M	4	2020	20,243.84	0.00	19,784.00	459.84	0.00	0.00	4
10-123123123F-001	Name	Name	10 RIVERVIEW DR		City	CT	068106268	10 RIVERVIEW DR	STE 150	City	CT	068106268	325120	Industrial Gas Manufacturing	01/1989		Q	3	2020	6,178.64	0.00	6,178.64	0.00	0.00	0.00	2
10-123123123F-001	Name	Name	6829 ATMORE DR	STE A	City	VA	232255638	4 RESEARCH DR	STE 16A	City	CT	068011040	238900	Other Specialty Trade Contractors	11/1998		M	4	2020	13,661.63	0.00	11,062.95	2,598.68	0.00	0.00	0
10-123123123F-001	Name	Name	4925 BOONSBORO RD		City	VA	245032207	PO BOX 165001		City	MN	558165001	448120	Women's Clothing Stores	12/1999		M	5	2020	11,770.24	409.30	0.00	11,770.24	0.00	0.00	5



Report 243.A

New Sales Tax Dealers

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- Report displays sales tax dealers that opened, reopened, or closed their registration within a locality during the month.
- The frequency of this report is monthly.
- You will need to obtain authorization from your neighboring locality to begin receiving this report for their locality.
- Verify businesses are in your locality.
 - Sort the Excel version of the report by zip code and note any zip codes not in your locality.
 - Verify the physical address is within your locality.
- Verify businesses are licensed.
- Review the beginning and ending (BLD/ELD) liability dates for business license purposes.



Report 243.A

New Sales Tax Dealers

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Report ID: 243.A

Run Date: 05/04/2020

Fips Code	DESCRIPTION	External ID	SSN	Business Name	Address	Address 2	City	State	Zip Code	Liab Date	Close Date	Status	Address Type	Last Name	First Name	Middle Initial	Create Date	Alt Address	Alt Address 2	Alt City	Alt State	Alt Zip Code	NAME	Business Area Code	Business Phone	Tax Account Number	Trading as Name
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	202 RIDGELINE LN		CITY	VA	245021102	06/01/2018	03/31/2020	C	B	LAST NAME	FIRST NAME	A	04/01/2020	202 RIDGELINE LN		CITY	VA	245021102	NAME	802	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	110A DUNCRAIG DR		CITY	VA	245023335	07/01/2004	03/31/2020	C	B	LAST NAME	FIRST NAME	B	04/22/2020	PO BOX 10243		CITY	VA	245060243	NAME	434	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	1971 UNIVERSITY BLVD		CITY	VA	245150002	01/01/2014	09/30/2016	C	B	LAST NAME	FIRST NAME	C	04/30/2020	PO BOX 497		CITY	VA	245880497	NAME	434	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	2225 LAKESIDE DR	BLDG B	CITY	VA	245016750	11/01/2016	03/31/2020	C	B	LAST NAME	FIRST NAME	E	04/09/2020	204 PERRYMONT AVE		CITY	VA	245021034	NAME	540	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	807 BILTMORE AVE		CITY	VA	245021201	01/01/2018	01/01/2018	C	B	LAST NAME	FIRST NAME	F	04/27/2020	807 BILTMORE AVE		CITY	VA	245021201	NAME	434	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	2130 WARDS RD		CITY	VA	245025312	01/01/2016	12/31/2019	C	B	LAST NAME	FIRST NAME	D	04/24/2020	2265 HAWKINS MILL RD		CITY	VA	245034965	NAME	434	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	3110 ODD FELLOWS RD		CITY	VA	245015010	08/01/1996	09/30/2017	C	B	LAST NAME	FIRST NAME	G	04/21/2020	3110 ODD FELLOWS RD		CITY	VA	245015010	NAME	434	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	4009 MURRAY PLACE		CITY	VA	245015003	02/01/1994	12/31/2019	C	B	LAST NAME	FIRST NAME	H	04/08/2020	4009 MURRAY PLACE		CITY	VA	245015003	NAME	434	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	907 MAIN ST		CITY	VA	245041607	03/01/2017	12/31/2019	C	B	LAST NAME	FIRST NAME	J	04/16/2020	907 MAIN ST		CITY	VA	245041607	NAME	434	9999999	10123123123F001	TRADING NAME
FIPS	CITY - FIPS	123123123	123123123	COMPANY NAME	2511 MEMORIAL AVE		CITY	VA	245012657	04/01/2018	04/01/2018	C	B	LAST NAME	FIRST NAME	K	04/01/2020	403 E KERRY LN		CITY	VA	245022657	NAME	434	9999999	10123123123F001	TRADING NAME



Report 248.T

Communication Tax Distribution (PDF)

14

- Report will display the dollar amount collected statewide for Communications Tax.
- Report will also reflect the dollar amount to be distributed to the Locality based on their APA percentage.
- The frequency of this report is monthly.



Report 248.T

Communication Tax Distribution (PDF)

15

Report ID: 248.T

Virginia Department of Taxation Communication Tax Distribution Report

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August Distribution for June 2020 Sales

Statewide	Amount (\$)
Total Communications Tax	25,546,197.83
Total E-911	2,099,300.02
Total Right-of-Way	1,208,095.96
Sub-total	28,853,593.81
Less: Administration Fee	-10,827.66
Less: Transferred to Deaf and Hard of Hearing	-143,422.93
Sub-total	-154,250.59
Adjustment	0.00
Total Amount Available for Statewide Distribution:	28,699,343.22
Locality: Locality Name - FIPS	
Locality APA Percentage:	0.810800 %
Total Amount Distributed	232,697.14



Report 253.T

Communication Tax Distribution Annual Report (August)

16

- Report displays the total amount of Communication Tax distributed for the previous fiscal year.
- The frequency of this report is annually in August



Report 253.T

Communication Tax Distribution Annual

Report (August)

17

Virginia Information Technolo x Fwd: Locality Reports - keven x IMFLRFXrxp2-2.tif x HB 5129: ACS #8166.0 x 27 Commonwealth of Virginia - x + -

File | C:/Users/dyh28573/Downloads/Lynchburg%20253.T%2008-2020.PDF

Apps Virginia Credit Unio... VITA Service Portal... Ethics Council | Filin... Studylight.org BenefitAdminSoluti... Primerica COVLC Login Login | PayFlex 506sports.com - NFL

08/26/2020 7:41:42 AM -0400 FAXCOM

Report ID: 253.T
Run Date: 08/25/20
Time Created: 04:51:30 PM

Virginia Department of Taxation
Annual Communication Tax Distribution Report
July 2019 to June 2020
Based on Month of Sales
Locality: Lynchburg - 51680

Page 163 of 292
Date Created: 08/25/2020

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Statewide													
Total Communication Tax	26,590,439.59	26,137,856.54	25,805,304.67	25,799,896.46	26,525,637.83	25,288,278.93	25,246,277.90	26,057,857.46	26,358,730.54	25,148,186.93	25,190,427.48	25,546,197.83	309,619,838.81
Total 9-11	2,041,057.05	2,075,759.34	2,050,160.57	2,045,491.02	2,085,673.88	2,174,576.43	2,095,648.13	2,055,101.97	2,008,543.37	2,079,206.26	2,079,646.81	2,099,300.02	24,891,084.65
Total Right-of-way	1,389,273.61	1,416,597.99	1,408,084.10	1,275,595.89	1,277,458.75	1,167,836.85	1,257,043.05	1,247,881.48	1,220,526.55	1,210,705.47	1,190,392.11	1,208,095.96	15,267,602.81
WorkList Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-Total	30,021,670.25	29,630,313.87	29,061,569.34	29,121,083.37	29,888,771.26	28,631,692.21	28,598,999.08	29,360,860.91	29,587,800.46	28,438,098.66	28,460,466.41	28,853,593.81	349,654,879.63
Less: Admin Fee	-52,622.59	-35,072.57	-139,049.25	-27,178.25	-28,524.05	-28,649.27	-28,633.37	-28,729.22	-28,950.16	-28,983.86	-25,278.79	-10,827.66	-462,699.04
Less: Deaf and Hard of Hearing	-167,025.84	-180,236.12	-190,069.87	-259,176.16	-189,223.02	-185,985.09	-200,864.73	-179,514.68	-205,826.28	-236,211.34	-228,990.80	-143,422.93	-2,366,346.86
Sub-Total	-219,648.43	-215,308.69	-329,119.12	-286,354.41	-217,747.07	-214,634.36	-228,698.10	-208,243.90	-234,576.44	-265,195.20	-254,269.59	-154,250.59	-2,829,045.90
Satewide Distribution	29,802,021.82	29,415,005.18	28,732,450.22	28,834,728.96	29,671,024.19	28,417,057.85	28,369,270.98	29,152,607.01	29,353,224.02	28,172,903.46	28,206,196.82	28,699,343.22	346,825,833.73
Locality													
Locality APA%	0.810810 %	0.810810 %	0.810810 %	0.810810 %	0.810810 %	0.810810 %	0.810810 %	0.810810 %	0.810810 %	0.810810 %	0.810810 %	0.810810 %	
Amount Per APA%	241,637.77	238,499.81	232,965.57	233,794.86	240,575.63	230,408.34	230,020.89	236,372.26	237,998.87	228,428.71	228,698.67	232,697.14	2,812,098.52
Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Distribution	241,637.77	238,499.81	232,965.57	233,794.86	240,575.63	230,408.34	230,020.89	236,372.26	237,998.87	228,428.71	228,698.67	232,697.14	2,812,098.52

08/26/2020



Report 280.0

Locality Sales Tax Information

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- Report reflects the monthly gross sales reported by each business in your locality.
- Report is broken down by gross sales, personal use, deductions, taxable sales and food sales.
- Report is not cumulative and will only show data for a specific month.
- Compare Department of Taxation information to your business license data.
- Localities that impose Food and Beverage/Meals Tax.
 - Compare the food sale amounts to your local monthly food & beverage submissions for restaurants.



Report 280.0

Locality Sales Tax Information

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Report 280.0 Locality Name - FIPS For Period 202002 Run Date: 05/05/2020

FEIN/SSN	Tax Acct Num	Trading as Name	Business Name	Physical Address Line 1	Physical Addr Line 2	Physical City	Physical State	Physical Zip	Mail Addr Line 1	Mail Addr Line 2	Mail City	Mail State	Mail Zip	NAICS Code	NAICS Desc	BLD	File Freq	Tax Year	Gross Sale	Personal Use	Deduction	Table Sales	Food Taxable Amt	General Taxable Amt	Number of Location
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	4025 WARDS RD		CITY	VA	245022943	PO BOX 5224		CITY	SC	296235224	721110	Hotels (except Casino Hote	08/2008	M	2020	343,083.40	0.00	0.00	343,083.40	343,083.40	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	3812 WARDS RD		CITY	VA	245022966	PO BOX 157		CITY	OH	435120157	7221	Full-Service Restaurants	12/2015	M	2020	287,306.68	1,890.64	1,024.68	288,172.64	288,172.64	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	106 CORNERSTONE ST	APT 1	CITY	VA	245025346	106 CORNERSTONE S	APT 1	CITY	VA	245025346	722511	Full-Service Restaurants	01/2018	M	2020	288,041.32	0.00	0.00	288,041.32	288,041.32	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	104 ARCHWAY CT		CITY	VA	245022831	104 ARCHWAY CT		CITY	VA	245022831	722511	Full-Service Restaurants	06/2002	M	2020	275,008.69	0.00	0.00	275,008.69	275,008.69	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	2629 WARDS RD		CITY	VA	245022107	PO BOX 698		CITY	NC	273610698	722513	Limited-Service Restaurant	03/2012	M	2020	267,729.95	3,998.71	0.00	271,728.66	271,728.66	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	2630 WARDS RD		CITY	VA	245022106	1005 SLATER RD	STE 107	CITY	NC	277038471	721110	Hotels (except Casino Hote	01/2017	M	2020	263,271.92	0.00	53.40	263,218.52	263,218.52	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	4030 WARDS RD		CITY	VA	245022944	118A NORTHWYND CIR		CITY	VA	245023451	445299	All Other Specialty Food St	10/2001	M	2020	236,595.73	0.00	0.00	236,595.73	236,595.73	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	4021 WARDS RD		CITY	VA	245022943	109 DESTINATION BLVD		CITY	SC	296212343	721110	Hotels (except Casino Hote	07/2019	M	2020	234,978.35	0.00	0.00	234,978.35	234,978.35	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	2623 WARDS RD		CITY	VA	245022107	11 E BROADWAY	STE 6E	CITY	NY	100381013	722210	Limited-Service Eating Plac	04/2018	M	2020	231,080.00	0.00	0.00	231,080.00	231,080.00	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	4640 MURRAY PL	STE 107	CITY	VA	245022236	1250 SCOTTSVILLE RD	STE 20	CITY	NY	146245757	72111	Hotels (except Casino Hote	10/2015	M	2020	219,770.00	1,211.93	0.00	220,981.93	220,981.93	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	3108 OLD FOREST RD		CITY	VA	245012324	118A NORTHWYND CIR		CITY	VA	245023451	445299	All Other Specialty Food St	01/1991	M	2020	194,484.11	266.48	0.00	194,750.59	194,750.59	0.00	0
123123123	10-123123123F-001	TRADING NAME	COMPANY NAME	2309 MAYFLOWER DR		CITY	VA	245016611	2309 MAYFLOWER DR		CITY	VA	245016611	454390	Other Direct Selling Establi	09/2017	M	2020	225,732.00	0.00	42,833.00	182,899.00	182,899.00	0.00	0



Report 285

Communication Tax Providers

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- Report provides a list of Communication Providers.
- The frequency of this report is monthly.



Report 285

Communication Tax Providers

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Name	Doing Business As	Address 1	Address 2	City	State	Zip Code	Beginning Liability Date
COMPANY NAME	TRADING NAME	3075 BRECKINRIDGE BLVD	STE 425	DULUTH	GA	300964981	2/1/2017
COMPANY NAME	TRADING NAME	44 KINGSTON DR	STE 135	DALEVILLE	VA	240832574	1/1/2012
COMPANY NAME	TRADING NAME	140 GEARY ST	FL 3	SAN FRANCISCO	CA	941085609	7/1/2018
COMPANY NAME	TRADING NAME	121 W TORRANCE BLVD	STE 201	REDONDO BEACH	CA	902773615	10/1/2016
COMPANY NAME	TRADING NAME	200 CHURCH ST		BURLINGTON	VT	054014621	1/1/2007
COMPANY NAME	TRADING NAME	3151 JAY ST		SANTA CLARA	CA	950543308	2/1/2008
COMPANY NAME	TRADING NAME	1230 CENTRAL AVE		ALBANY	NY	122055316	12/1/2010
COMPANY NAME	TRADING NAME	11510 GEORGIA AVE	STE 101	SILVER SPRING	MD	209021958	1/1/2007
COMPANY NAME	TRADING NAME	11201 SE 8TH ST	STE 200	BELLEVUE	WA	980046420	4/1/2007
COMPANY NAME	TRADING NAME	3100 CUMBERLAND BLVD	STE 900	ATLANTA	GA	30339	4/1/2007
COMPANY NAME	TRADING NAME	900 COMMERCE DR	STE 200	OAK BROOK	IL	605238828	7/1/2015
COMPANY NAME	TRADING NAME	820 W JACKSON BLVD	STE 650	CHICAGO	IL	606073057	1/1/2007
COMPANY NAME	TRADING NAME	4 FAMILY LIFE LN		FRONT ROYAL	VA	226306453	7/1/2017
COMPANY NAME	TRADING NAME	1526 COLE BLVD	STE 300	LAKEWOOD	CO	804013410	9/1/2016



Report 004.D

Locality Distribution Detail Information

22

- Lists current month's distribution by tax entity and prior and post distributions and/or adjustments reported in the current month.
- Localities receive a portion of the total unassigned local Sales & Use Tax.
- Verify transfers utilizing Report 003.A.
- The frequency of this report is monthly



Report 004.D

Locality Distribution Detail Information

23

Detail Information

Fips Code	Tax Acct Number	Fein - SSN	Name	Tax Period	Amount
#####	10-123123123F-001	123123123	BUSINESS NAME	2004	12,458.23
#####	10-123123123F-001	123123123	BUSINESS NAME	Locality Transfer	(5,244.02)
#####	10-123123123F-001	12-3123123	BUSINESS NAME	2004	72,588.26
#####	10-123123123F-001	12-3123123	BUSINESS NAME	2003	575.93
#####	10-123123123F-001	12-3123123	BUSINESS NAME	2004	63,257.21
#####	10-123123123F-001	12-3123123	BUSINESS NAME	2005	774.01
#####	10-123123123F-001	12-3123123	BUSINESS NAME	2004	14,523.12
#####	10-123123123F-001	12-3123123	BUSINESS NAME	1505	61.35
#####	10-123123123F-001	12-3123123	BUSINESS NAME	2004	4,822.64
#####	12-123123123F-001	12-3123123	BUSINESS NAME	2004	2,125.00
#####	12-123123123F-001	12-3123123	BUSINESS NAME	2004	610.05
#####	12-123123123F-001	12-3123123	BUSINESS NAME	1912	16.60
#####	12-123123123F-001	12-3123123	BUSINESS NAME	2003	101.51
#####	12-123123123F-001	12-3123123	BUSINESS NAME	2004	1,468.44
#####	12-123123123F-001	12-3123123	BUSINESS NAME	2004	598.68
#####	14-123123123F-001	12-3123123	BUSINESS NAME	2004	127.90
#####	14-123123123F-001	12-3123123	BUSINESS NAME	1307	355.57
#####	16-123123123F-001	12-3123123	BUSINESS NAME	2004	209.76
#####	16-123123123F-001	12-3123123	BUSINESS NAME	2004	103.67
#####	33-123123123S-001	12-3123123	INDIVIDUAL NAME	1901	2.12
#####	33-123123123S-001	12-3123123	INDIVIDUAL NAME	1901	3.50
			Admin Fee		(6,197.42)
			Distribution of Unassigned		2,752.14
			Journal Voucher Corrections		(273.11)

Summary

FIPS Code ##### City

Tax Period	Amount	YTD Amount
Admin Fee	(6,197.42)	(37,908.92)
Distribution of Unassigned	2,752.14	7,361.63
Locality Transfer	(5,244.02)	(64,163.86)
Prior Period	1,298,638.51	8,273,402.82
Total FIPS Code ##### City	1,289,949.21	8,178,691.67



How to Create an Executive Report

24

BE KNOWLEDGEABLE...

- **INTRODUCTION**
- PREPARE DATA
- WORK WITH DATA
- BUILD CHARTS
- DO EXECUTIVE REPORT



Sales & Use Tax at a Glance

25

SALES TAX RATE IN VIRGINIA

SALES AT LARGE: 5.3% TAX

2.8% STATE TAX + 1.0% VDOE + 0.5% VDOT + 1.0% LOCAL TAX

EXAMPLE: SALES OF \$1,000 X 5.3% TAX = 53.00

ASSIGNED:

➤ 2.8% STATE TAX	28.00	
➤ 1.0% SCHOOL AGE (VDOE)	10.00	
➤ 0.5% TRANSPORTATION (VDOT)		5.00
➤ 1.0% LOCAL TAX	10.00	

NOTE: NORTHERN VIRGINIA, HAMPTON ROADS REGIONS AND RICHMOND ADD **0.7%**
MAKING THE SALES TAX RATE **6.0%** (4.3% STATE AND 1.7% LOCAL)



Sales & Use Tax at a Glance

26

SALES TAX RATE IN VIRGINIA

SALES OF FOOD FOR HOME CONSUMPTION: 2.5% TAX

- 1.0% SCHOOL AGE (VDOE)
- 0.5% TRANSPORTATION (VDOT)
- 1.0% LOCAL TAX

EXEMPTIONS: 0.0% TAX

- PRESCRIPTION & OTC DRUGS
- MEDICAL GOODS
- SERVICES
- AND AS CHARLIE CAMPBELL WOULD SAY “AND SO FORTH”



Sales & Use Tax at a Glance

27

TAX TYPE CODES

DATA IN THE 004.D SALES TAX DISTRIBUTION REPORT.

- 10 – SALES & USE (BRICK & MORTAR)
- 12 – USE (ONLINE)
- 14 – CONSUMER USE (SELF ASSESSED BY THE PURCHASER)



Sales & Use Tax at a Glance

28

CODE 10 (BRICK & MORTAR)

SALES TAX

- A TAX ON THE SALE, TRANSFER, OR EXCHANGE OF A TAXABLE ITEM.
- IT GENERALLY APPLIES ON THE SALE TO THE END USER OR ULTIMATE CONSUMER.
- APPLIES ONLY TO INTRASTATE SALES. SELLER AND CUSTOMER ARE LOCATED IN VIRGINIA.

USE TAX

- A TAX ON THE STORAGE, USE, OR CONSUMPTION OF A TAXABLE ITEM ON WHICH NO SALES TAX HAS BEEN PAID.
- APPLIES TO ITEMS PURCHASED EXEMPT FROM TAX WHICH ARE SUBSEQUENTLY USED IN A TAXABLE MANNER.
- APPLIES TO PURCHASES MADE OUTSIDE VIRGINIA BUT USED WITHIN VIRGINIA.



Sales & Use Tax at a Glance

29

CODE 12 (ONLINE)

VENDOR USE TAX

- CUSTOMER LOCATED IN VIRGINIA AND VENDOR LOCATED OUTSIDE VIRGINIA

CODE 14 (SELF-ASSESSED)

CONSUMER USE TAX

- **SELF-ASSESSED BY THE PURCHASER**, THE VENDOR DID NOT COLLECT EITHER A SALES OR USE TAX. THE PURCHASER REMITS THIS TAX DIRECTLY TO THE DEPARTMENT OF TAXATION.



Sales & Use Tax at a Glance

30

DIGITS IN THE TAX ACCOUNT NUMBER

- EXAMPLE = 10-123456789F-001
- 2-DIGIT CODE FOR THE TAX TYPE (EX. 10 = SALES TAX, 12 = USE TAX, ETC.)
- 9-DIGIT FEIN, LETTER "F" INDICATES FEIN (FED TAX IDENTIFICATION NUMBER)
- 3-DIGIT CODE FOR THE NUMBER OF BUSINESS LOCATIONS IN VIRGINIA.

Source: <https://www.tax.virginia.gov/web-upload-tax-faqs>



How to Create an Executive Report

31

BE METHODICAL...

- INTRODUCTION
- **PREPARE DATA**
- WORK WITH DATA
- BUILD CHARTS
- DO EXECUTIVE REPORT



Prepare Data

32

BE METHODICAL...

- DOWNLOAD 004D.0 SALES DISTRIBUTION REPORT (10th OF EACH MONTH) FROM EESMC.
- DELETE UNNECESSARY COLUMNS: FIPS CODE AND FEIN – SSN
- DELETE UNNECESARY ROWS: ADMIN. FEE & DIST. OF UNASSIGNED
- DELETE LETTER F IN EVERY TAX ACCOUNT NUMBER

Fips Code	Tax Acct Number	Fein - SSN	Name	Tax Period	Amount
51680				Admin Fee	-5,874.14
51680				Distribution of Unassigned	3,092.90
51680	10-010572964F-002	01-0572964	CTM GROUP INC	2003	15.85
51680	10-020688846F-001	02-0688846	VISION MARKETING INC	2003	94.28
51680	10-030606304F-001	03-0606304	GRAINS OF SENSE, LLC	2003	54.07
51680	10-043608574F-006	04-3608574	REGIS CORP	2003	36.13
51680	10-043257028F-001	04-3257028	FOTO FANTASY INC	2003	24.70



Prepare Data

33

BE METHODICAL...

- CLASSIFY DATA BY 10s & 12s
- SORT DATA BY TAX PERIOD AND THEN BY AMOUNT
- IDENTIFY TAX AMOUNTS REPORTED IN THE WRONG TAX PERIOD & LOCALITY TRANSFERS

SALES TAX PRODUCERS (AUG 2020)

Tax Acct Number	Name	Tax Period	Amount
10-123123123-001	BUSINESS NAME	Locality	(32,078.00)
10-123123123-001	BUSINESS NAME	2008	106,267.67
10-123123123-001	BUSINESS NAME	2008	70,712.08
10-123123123-001	BUSINESS NAME	2008	55,180.59
10-123123123-001	BUSINESS NAME	2008	45,672.58
10-123123123-001	BUSINESS NAME	2008	37,730.20
10-123123123-001	BUSINESS NAME	2008	29,554.19
10-123123123-001	BUSINESS NAME	2008	27,080.83
10-123123123-001	BUSINESS NAME	2008	19,542.67
10-123123123-001	BUSINESS NAME	2008	18,592.75
10-123123123-001	BUSINESS NAME	2007	331.04
10-123123123-001	BUSINESS NAME	2007	322.00
10-123123123-001	BUSINESS NAME	2007	248.56
10-123123123-001	BUSINESS NAME	2007	214.17
10-123123123-001	BUSINESS NAME	2006	248.06
10-123123123-001	BUSINESS NAME	2006	179.92

USE TAX PRODUCERS (AUG 2020)

Tax Acct Number	Name	Tax Period	Amount
12-123123123-001	BUSINESS NAME	2008	27,633.29
12-123123123-001	BUSINESS NAME	2008	17,308.02
12-123123123-001	BUSINESS NAME	2008	12,536.20
12-123123123-001	BUSINESS NAME	2008	12,071.90
12-123123123-001	BUSINESS NAME	2008	5,406.57
12-123123123-001	BUSINESS NAME	2008	4,786.99
12-123123123-001	BUSINESS NAME	2008	4,518.83
12-123123123-001	BUSINESS NAME	2008	4,057.73
12-123123123-001	BUSINESS NAME	2008	3,404.11
12-123123123-001	BUSINESS NAME	2008	3,252.56
12-123123123-001	BUSINESS NAME	2007	456.24
12-123123123-001	BUSINESS NAME	2007	265.43
12-123123123-001	BUSINESS NAME	2007	102.69
12-123123123-001	BUSINESS NAME	2007	92.50
12-123123123-001	BUSINESS NAME	2006	26.17
12-123123123-001	BUSINESS NAME	2006	11.55



Prepare Data

34

BE METHODICAL...

- VALIDATE LOCALITY TRANSFERS VS SALES TAX REPORT 003.A TRANSFER DETAIL.
- TOTAL ALL THE AMOUNTS REPORTED FOR THE MONTH.
- GET FILES FOR 2 PRIOR YEARS FOR THE MONTH TO BE ANALYZED AND DO THE SAME AS ABOVE.



How to Create an Executive Report

35

BE PROACTIVE...

- INTRODUCTION
- PREPARE DATA
- **WORK WITH DATA**
- BUILD CHARTS
- DO EXECUTIVE REPORT



Work with Data

36

BE PROACTIVE...

- CREATE A PIVOT TABLE FOR THE 10s AND FOR THE 12s.
- SELECT NAME AND AMOUNT FOR ROWS AND TAX PERIOD FOR COLUMNS.
- ON TAX PERIOD BUTTON, FILTER MONTHS TO BE ANALYZED (CURRENT + 2 PRIOR YEARS)
- SORT DATA BY AMOUNTS.



Sum of Amount	Tax Period 		
Name 	1808	1908	2008
BUSINESS NAME 1	121,946	150,822	106,268
BUSINESS NAME 2	63,150	63,674	70,712
BUSINESS NAME 3	52,449	54,414	55,181
BUSINESS NAME 4	34,543	32,152	45,673
BUSINESS NAME 5	36,577	35,151	37,730
BUSINESS NAME 6	23,687	23,388	29,554
BUSINESS NAME 7	14,922	14,157	27,081
BUSINESS NAME 8	17,886	19,221	17,425
BUSINESS NAME 9	16,197	16,405	18,593
BUSINESS NAME 10	16,890	18,773	14,951



Work with Data

37

BE PROACTIVE...

- RESEARCH BLANK CELLS FOR:

- INCORRECTLY WRITTEN NAME

- NEW NAME SAME TAX ACCT #

- NEW OWNER SAME BUSINESS

- NEW BUSINESS

- CLOSED BUSINESS

- MISSING DATA (GO AND VALIDATE IN IRMS)

- TAXPAYER WRONG ALLOCATION (CORRESPOND WITH OTHER LOCALITIES) → REVIEW 12-MONTH ANALYSIS REPORT AND YTD ANALYSIS REPORT

Sum of Amount	Tax Period 		
Name 	1803	1903	2003
Manufacturer New Name	36,402	7,401	10,963
Restaurant	2,558	2,682	
Hotel	2,669	2,417	
Retail Closed	5,038		
Retailer Wrong Allocation	4,666		
Manufacturer		1,876	2,153
New Retailer			3,637
New Restaurant		1,976	1,595



Work with Data

38

BE PROACTIVE...

- MAKE CORRECTIONS IN DATABASE WINDOW FILTERING BY NAME AND/OR TAX ACCOUNT NUMBER
- REFRESH PIVOT TABLE



How to Create an Executive Report

39

BE CREATIVE...

- INTRODUCTION
- PREPARE DATA
- WORK WITH DATA
- **BUILD CHARTS**
- DO EXECUTIVE REPORT



Build Charts

40

BE CREATIVE...

- BUILD SALES & USE TAX CHART
 - CALCULATE TOTALS FOR SALES TAX AND USE TAX

SALES & USE TAX					AUG			
Concept	2018	2019	Var \$	Var %	2020	Var \$	Var %	% of Total
Sales Tax	1,144,394	1,207,417	63,024	5.5%	1,142,670	(64,747)	-5.4%	82.0%
Use Tax	139,842	188,227	48,384	34.6%	250,559	62,333	33.1%	18.0%
Sales & Use Tax	1,284,236	1,395,644	111,408	8.7%	1,393,230	(2,414)	-0.2%	100.0%

- BUILD SALES & USE TAX CHART
 - CALCULATE TOTALS FOR WRONG MONTHS SALES TAX AND REAL SALES TAX

SALES TAX					AUG		
Concept	2018	2019	Var \$	Var %	2020	Var \$	Var %
Sales Tax	1,144,394	1,207,417	63,024	5.5%	1,142,670	(64,747)	-5.4%
Wrong Months SalesTax	29,297	25,881	(3,416)	-11.7%	8,584	(17,297)	-66.8%
As % Sales Tax	2.6%	2.1%		-0.4%	0.8%		-1.4%
Real Sales Tax	1,115,096	1,181,536	66,440	6.0%	1,134,086	(47,450)	-4.0%



Build Charts

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BE CREATIVE...

- BUILD TOP SALES TAX PRODUCERS CHART (TOP 10, TOP 20, TOP 50)
 - IDENTIFY TOP PRODUCERS: RETAILERS, WHOLESALERS, AND MANUFACTURERS.
 - MANUFACTURERS SALES TAX CAN HAVE HUGE UPS AND DOWNS IMPACTING THE TOTALS

TOP 10 SALES TAX PRODUCERS						AUG		
Rank	Producers	2018	2019	Var \$	Var %	2020	Var \$	Var %
1	BUSINESS NAME	121,946	150,822	28,876	23.7%	106,268	(44,555)	-29.5%
2	BUSINESS NAME	63,150	63,674	524	0.8%	70,712	7,038	11.1%
3	BUSINESS NAME	52,449	54,414	1,965	3.7%	55,181	767	1.4%
4	BUSINESS NAME	34,543	32,152	(2,391)	-6.9%	45,673	13,521	42.1%
5	BUSINESS NAME	36,577	35,151	(1,425)	-3.9%	37,730	2,579	7.3%
6	BUSINESS NAME	23,687	23,388	(299)	-1.3%	29,554	6,166	26.4%
7	BUSINESS NAME	14,922	14,157	(765)	-5.1%	27,081	12,924	91.3%
8	BUSINESS NAME	17,886	19,221	1,334	7.5%	17,425	(1,795)	-9.3%
9	BUSINESS NAME	16,197	16,405	208	1.3%	18,593	2,188	13.3%
10	BUSINESS NAME	16,890	18,773	1,882	11.1%	14,951	(3,821)	-20.4%



Build Charts

42

BE CREATIVE...

- BUILD TOP USE TAX PRODUCERS CHART (TOP 10, TOP 20, TOP 50)

TOP 10 USE TAX PRODUCERS						AUG			
Rank	Producers	2018	2019	Var \$	Var %	2020	Var \$	Var %	Pie 3 Yr
1	BUSINESS NAME	10,360	30,649	20,290	195.8%	44,941	14,292	46.6%	15.2%
2	BUSINESS NAME	5,664	6,325	661	11.7%	12,072	5,747	90.9%	4.3%
3	BUSINESS NAME	4,258	7,259	3,001	70.5%	12,536	5,277	72.7%	4.3%
4	BUSINESS NAME	3,854	4,314	460	11.9%	4,787	473	11.0%	2.3%
5	BUSINESS NAME	2,031	2,186	155	7.7%	4,519	2,332	106.7%	1.5%
6	BUSINESS NAME	1,709	1,920	211	12.3%	4,388	2,469	128.6%	1.4%
7	BUSINESS NAME	1,338	1,920	582	43.5%	3,404	1,484	77.3%	1.2%
8	BUSINESS NAME	402	1,587	1,184	294.3%	4,058	2,471	155.7%	1.1%
9	BUSINESS NAME	1,406	1,661	255	18.1%	2,696	1,035	62.3%	1.0%
10	BUSINESS NAME	1,172	1,827	655	55.9%	2,656	828	45.3%	1.0%



Build Charts

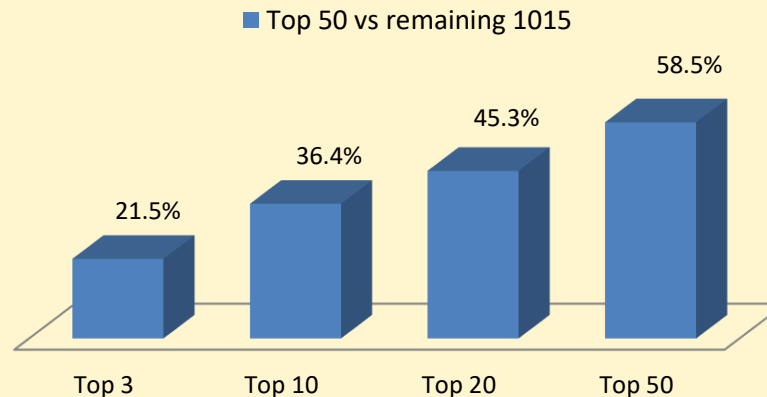
43

BE CREATIVE...

- **BUILD SALES TAX PRODUCERS CHART**
 - IDENTIFY NUMBER OF PRODUCERS AND SALES TAX FOR TOP PRODUCERS AND REMAINING PRODUCERS
 - CALCULATE TOP PRODUCERS AS % OF TOTAL REVENUE (USE PARETO LAW AS A GUIDE)

SALES TAX PRODUCERS							AUG			
No.	% Total	Producers	2018	2019	Var \$	Var %	2020	Var \$	Var %	Pie 3 Yr
50	4.7%	Top 50 Producers	636,016	701,219	65,203	10.3%	668,711	(32,508)	-4.6%	58.5%
1015	95.3%	Remaining Producers	479,081	480,317	1,236	0.3%	465,375	(14,942)	-3.1%	41.5%
1065	100.0%	Real Sales Tax	1,115,096	1,181,536	66,440	6.0%	1,134,086	(47,450)	-4.0%	100.0%

Top 50 as % of Revenues





Build Charts

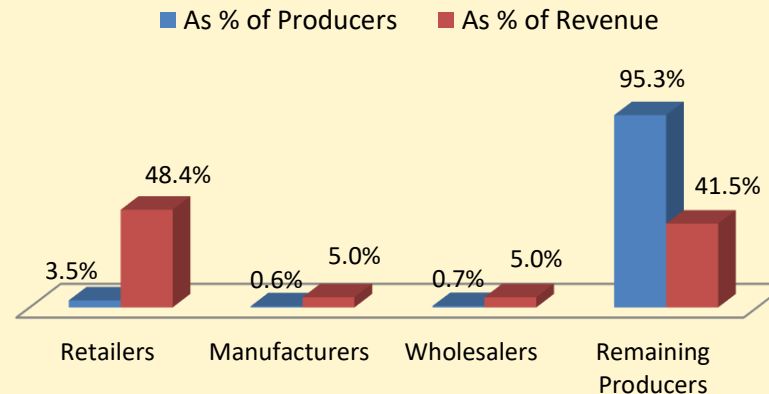
44

BE CREATIVE...

- **BUILD SALES TAX BY TYPE OF PRODUCER CHART**
 - IDENTIFY NUMBER OF PRODUCERS AND SALES TAX FOR EACH TYPE OF TOP PRODUCERS AND FOR REMAINING PRODUCERS
 - CALCULATE PRODUCERS AS % OF TOTAL PRODUCERS & TOTAL REVENUE

SALES TAX PRODUCERS							AUG			
No.	% Total Producers		2018	2019	Var \$	Var %	2020	Var \$	Var %	Pie 3 Yr
37	3.5%	Retailers	528,702	583,734	55,032	10.4%	548,268	(35,466)	-6.1%	48.4%
6	0.6%	Manufacturers	51,998	61,527	9,529	18.3%	59,361	(2,166)	-3.5%	5.0%
7	0.7%	Wholesalers	55,316	55,958	643	1.2%	61,083	5,125	9.2%	5.0%
1015	95.3%	Remaining Producers	479,081	480,317	1,236	0.3%	465,375	(14,942)	-3.1%	41.5%
1065	100.0%	Real Sales Tax	1,115,096	1,181,536	66,440	6.0%	1,134,086	(47,450)	-4.0%	100.0%

As % of Producers & Revenue





Build Charts

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BE CREATIVE...

- BUILD TOP SALES TAX MANUFACTURERS CHART

TOP SALES TAX MANUFACTURERS						AUG			
Rank	Producers	2018	2019	Var \$	Var %	2020	Var \$	Var %	Pie 3 Yr
1	BUSINESS NAME	14,922	14,157	(765)	-5.1%	27,081	12,924	91.3%	1.6%
2	BUSINESS NAME	13,804	15,752	1,948	14.1%	11,126	(4,626)	-29.4%	1.2%
3	BUSINESS NAME	5,638	5,720	81	1.4%	6,912	1,192	20.8%	0.5%
4	BUSINESS NAME	5,596	5,514	(83)	-1.5%	5,066	(447)	-8.1%	0.5%
5	BUSINESS NAME	2,950	11,537	8,587	291.0%	-	(11,537)	-100.0%	0.4%
6	BUSINESS NAME	4,974	4,873	(101)	-2.0%	4,169	(704)	-14.5%	0.4%
	Sales Tax Manufacturers	47,885	57,553	9,668	20.2%	54,354	(3,199)	-5.6%	4.7%

- BUILD TOP SALES TAX WHOLESALERS CHART

TOP SALES TAX WHOLESALERS						AUG			
Rank	Producers	2018	2019	Var \$	Var %	2020	Var \$	Var %	Pie 3 Yr
1	BUSINESS NAME	13,921	17,082	3,161	22.7%	19,543	2,460	14.4%	1.5%
2	BUSINESS NAME	11,616	11,134	(482)	-4.1%	9,292	(1,842)	-16.5%	0.9%
3	BUSINESS NAME	6,423	6,639	216	3.4%	9,330	2,691	40.5%	0.7%
4	BUSINESS NAME	7,559	6,845	(714)	-9.4%	7,028	184	2.7%	0.6%
5	BUSINESS NAME	5,017	5,445	428	8.5%	6,402	957	17.6%	0.5%
6	BUSINESS NAME	5,088	4,973	(115)	-2.3%	4,934	(39)	-0.8%	0.4%
7	BUSINESS NAME	5,692	3,839	(1,853)	-32.6%	4,554	714	18.6%	0.4%
	Sales Tax Wholesalers	55,316	55,958	643	1.2%	61,083	5,125	9.2%	5.0%



Build Charts

46

BE CREATIVE...

- BUILD TOP SALES TAX RETAILERS CHART

TOP 20 SALES TAX RETAILERS						AUG			
Rank	Producers	2018	2019	Var \$	Var %	2020	Var \$	Var %	Pie 3 Yr
1	BUSINESS NAME	121,946	150,822	28,876	23.7%	106,268	(44,555)	-29.5%	11.0%
2	BUSINESS NAME	63,150	63,674	524	0.8%	70,712	7,038	11.1%	5.8%
3	BUSINESS NAME	52,449	54,414	1,965	3.7%	55,181	767	1.4%	4.7%
4	BUSINESS NAME	34,543	32,152	(2,391)	-6.9%	45,673	13,521	42.1%	3.3%
5	BUSINESS NAME	36,577	35,151	(1,425)	-3.9%	37,730	2,579	7.3%	3.2%
6	BUSINESS NAME	23,687	23,388	(299)	-1.3%	29,554	6,166	26.4%	2.2%
7	BUSINESS NAME	17,886	19,221	1,334	7.5%	17,425	(1,795)	-9.3%	1.6%
8	BUSINESS NAME	16,197	16,405	208	1.3%	18,593	2,188	13.3%	1.5%
9	BUSINESS NAME	16,890	18,773	1,882	11.1%	14,951	(3,821)	-20.4%	1.5%
10	BUSINESS NAME	9,004	10,305	1,301	14.4%	10,380	75	0.7%	0.9%
11	BUSINESS NAME	10,040	10,119	79	0.8%	7,760	(2,359)	-23.3%	0.8%
12	BUSINESS NAME	8,673	8,725	52	0.6%	10,303	1,578	18.1%	0.8%
13	BUSINESS NAME	8,101	9,273	1,171	14.5%	9,536	263	2.8%	0.8%
14	BUSINESS NAME	7,734	7,465	(270)	-3.5%	9,289	1,824	24.4%	0.7%
15	BUSINESS NAME	5,156	15,012	9,856	191.1%	3,091	(11,922)	-79.4%	0.7%
16	BUSINESS NAME	8,408	8,601	194	2.3%	4,085	(4,516)	-52.5%	0.6%
17	BUSINESS NAME	6,990	7,118	128	1.8%	6,575	(543)	-7.6%	0.6%
18	BUSINESS NAME	6,287	5,366	(921)	-14.6%	6,549	1,183	22.0%	0.5%
19	BUSINESS NAME	2,499	3,686	1,187	47.5%	11,218	7,532	204.3%	0.5%
20	BUSINESS NAME	7,054	6,218	(836)	-11.8%	3,937	(2,281)	-36.7%	0.5%
	Total 20 Real Sales Tax	463,270	505,886	42,615	9.2%	478,809	(27,077)	-5.4%	42.2%



Build Charts

47

BE CREATIVE...

- BUILD SALES & USE TAX DASHBOARD
 - GET ALL THE KEY DATA AND ADD A LIGHT TO REMARK PERFORMANCE

SALES & USE TAX DASHBOARD

AUG

Concept	2018	2019	Var \$	Var %	2020	Var \$	Var %	Light	% of Total
Sales & Use Tax	1,284,236	1,395,644	111,408	8.7%	1,393,230	(2,414)	-0.2%	→	100.0%
Sales Tax	1,144,394	1,207,417	63,024	5.5%	1,142,670	(64,747)	-5.4%	↓	82.0%
Use Tax	139,842	188,227	48,384	34.6%	250,559	62,333	33.1%	↑	18.0%
Sales Tax	1,144,394	1,207,417	63,024	5.5%	1,142,670	(64,747)	-5.4%	↓	100.0%
Wrong Months SalesTax	29,297	25,881	(3,416)	-11.7%	8,584	(17,297)	-66.8%	↓	0.8%
Real Sales Tax	1,115,096	1,181,536	66,440	6.0%	1,134,086	(47,450)	-4.0%	↘	99.2%
Real Sales Tax	1,115,096	1,181,536	66,440	6.0%	1,134,086	(47,450)	-4.0%	↘	100.0%
Top 50	636,016	701,219	65,203	10.3%	668,711	(32,508)	-4.6%	↘	59.0%
Remaining	479,081	480,317	1,236	0.3%	465,375	(14,942)	-3.1%	↘	41.0%
Top 50 Sales Tax	636,016	701,219	65,203	10.3%	668,711	(32,508)	-4.6%	↘	100.0%
Retailers	532,815	587,708	54,893	10.3%	553,274	(34,433)	-5.9%	↓	82.7%
Manufacturers	47,885	57,553	9,668	20.2%	54,354	(3,199)	-5.6%	↘	8.1%
Wholesalers	55,316	55,958	643	1.2%	61,083	5,125	9.2%	↑	9.1%
Real Use Tax	137,543	179,203	41,660	30.3%	249,181	69,978	39.0%	↑	100.0%
Top 20	40,305	80,458	40,153	99.6%	115,104	34,646	43.1%	↑	46.2%
Remaining	97,237	98,745	1,508	1.6%	134,076	35,332	35.8%	↑	53.8%
		≥ 5.0%	1.0% ≥ < 4.9%	-0.9% ≥ < 0.9%	-4.9% ≥ < -1.0%	≤ -5.0%			
		↑	↗	→	↘	↓			



Build Charts

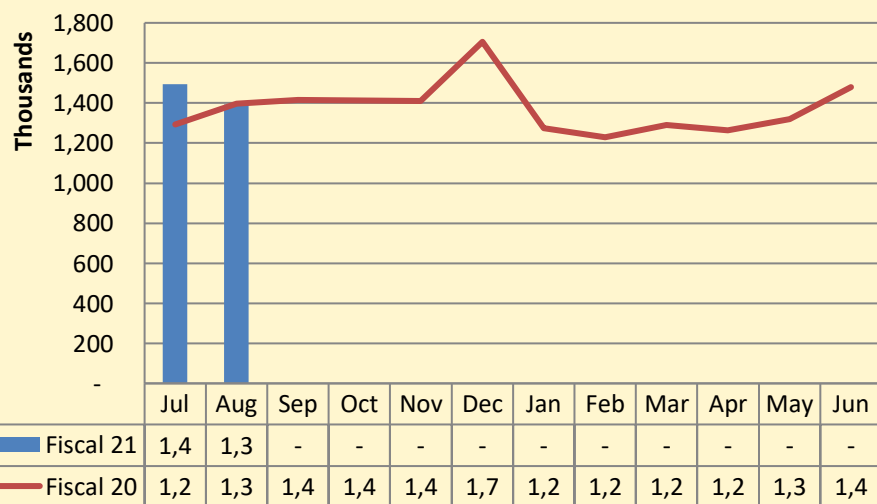
48

BE CREATIVE...

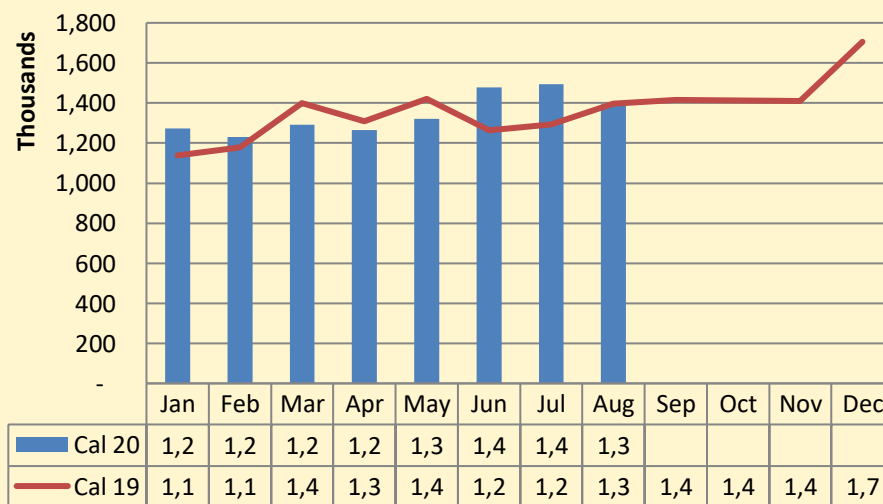
- BUILD SALES & USE TAX EVOLUTION GRAPHS**

- AS SALES ARE SEASONAL COMPARE CURRENT VS PRIOR YEAR MONTH TO MONTH FOR FISCAL & CALENDAR YEARS - IT HELPS TO SEE THE TREND.

Sales & Use Tax Monthly Evolution - Fiscal



Sales & Use Tax Monthly Evolution - Calendar





Build Charts

49

BE CREATIVE...

- BUILD TOP SALES TAX PRODUCERS FOR THE PAST 12 MONTHS CHART
 - KEEP A DATABASE FOR THE LAST 12 MONTHS AND DO A PIVOT TABLE TO CREATE THE CHART

TOP 10 SALES TAX PRODUCERS - PAST 12 MONTHS UNTIL AUG - 2020

Rank	Producers	Type	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Apr	Jun	Jul	Aug	Total	As %
1	BUSINESS NAME	R	134,138	123,591	139,007	154,909	112,516	118,714	101,158	95,188	137,588	120,574	119,990	106,268	1,463,641	10.8%
2	BUSINESS NAME	R	66,133	63,803	65,329	138,011	66,193	67,154	83,550	80,935	82,310	72,588	71,003	70,712	927,722	6.9%
3	BUSINESS NAME	R	48,250	49,203	59,215	62,936	48,830	50,796	67,037	53,881	60,230	54,494	57,544	55,181	667,597	4.9%
4	BUSINESS NAME	R	43,122	30,606	32,651	36,993	26,650	27,339	49,704	52,043	57,194	62,714	44,359	45,673	509,048	3.8%
5	BUSINESS NAME	R	32,098	27,225	34,817	50,134	23,133	25,308	27,685	25,104	31,325	36,052	30,426	37,730	381,036	2.8%
6	BUSINESS NAME	R	32,142	31,936	45,660	52,514	19,021	21,455	28,855	24,982	41,562	38,314	24,994	17,425	378,861	2.8%
7	BUSINESS NAME	R	23,722	27,765	25,488	20,233	23,267	20,508	28,238	45,654	41,871	36,197	39,188	29,554	361,684	2.7%
8	BUSINESS NAME	M	19,400	23,242	12,793	34,751	13,142	8,592	13,284	21,840	21,072	57,152	65,025	27,081	317,375	2.3%
9	BUSINESS NAME	R	20,914	16,404	17,041	22,269	16,585	16,947	28,825	20,685	20,581	22,986	18,441	18,593	240,271	1.8%
10	BUSINESS NAME	R	19,888	14,975	26,446	33,386	15,125	15,828	12,166	2,813	3,717	11,431	13,584	14,951	184,312	1.4%



Build Charts

50

BE CREATIVE...

- **BUILD TOP USE TAX PRODUCERS FOR THE LAST 12 MONTHS CHART**
 - KEEP A DATABASE FOR THE LAST 12 MONTHS BUT ONLY FOR THE TOP PRODUCERS, AND DO A PIVOT TABLE TO CREATE THE CHART

TOP 10 USE TAX PRODUCERS - PAST 12 MONTHS UNTIL AUG - 2020															
Rank	Producers	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total	As %
1	BUSINESS NAME	27,965	28,710	31,187	47,816	31,936	28,990	29,206	33,417	41,367	38,101	39,228	44,941	422,866	16.7%
2	BUSINESS NAME	2,728	1,527	5,223	8,409	2,015	2,272	5,213	8,028	7,314	6,179	4,248	4,519	57,674	2.3%
3	BUSINESS NAME	4,194	4,102	4,608	4,236	4,348	4,212	4,670	5,492	5,597	4,990	5,076	4,787	56,312	2.2%
4	BUSINESS NAME	2,995	4,422	5,677	4,709	4,512	4,712	3,578	2,903	4,939	3,314	2,766	12,072	56,599	2.2%
5	BUSINESS NAME	1,880	1,678	3,695	4,970	1,574	1,580	3,375	5,824	4,533	4,537	4,385	4,058	42,088	1.7%
6	BUSINESS NAME	2,317	2,564	2,387	2,199	2,090	1,906	2,516	4,003	2,991	3,080	3,639	3,404	33,099	1.3%
7	BUSINESS NAME	2,574	1,542	2,929	4,195	1,415	1,631	2,034	4,575	3,237	2,449	2,667	4,388	33,637	1.3%
8	BUSINESS NAME	2,689	2,583	2,068	1,945	3,364	3,237	1,234	3,574	2,793	3,251	3,524	2,373	32,634	1.3%
9	BUSINESS NAME	2,024	2,338	1,781	2,918	2,083	1,631	1,727	2,140	2,824	2,411	2,979	2,656	27,512	1.1%
10	BUSINESS NAME	2,578	2,253	3,251	2,273	1,854	6,396	6,962	5,955	2,154	1,309	669	1,920	37,573	1.5%



How to Create an Executive Report

51

BE AN ADVISER...

- INTRODUCTION
- PREPARE DATA
- WORK WITH DATA
- BUILD CHARTS
- **DO EXECUTIVE REPORT**



Do Executive Report

52

BE AN ADVISER...

- UPLOAD ALL THE CHARTS
- ANALYZE MAIN VARIATIONS
- MAKE SOUND COMMENTS / NOTES
- HAVE FUN



Do Executive Report

53

BE AN ADVISER...

HIGHLIGHTS FOR THE MONTH

- **Sales & Use Tax** shows an increase of \$200.9k, 15.5%. Sales Tax increased \$132.7k, 11.9%, and Use Tax grew \$68.1k, 38.4%. Excluding Walmart wrong amount allocated last year from Campbell to Lynchburg, Retailers increased an estimated of \$40.5k, 8.9%. In year 2019 same month, they increased \$10.2k, 2.3%.
- **Sales Tax** increment includes a wrong month sales tax variation of \$8.8k. If we exclude these deviations sales tax really increased \$123.8k, 11.4%.
- **Top 50 Sales Tax** increment comes from: Retailers \$27.7k, 5.1%, Manufacturers \$62.6k, 129.8%, and Wholesalers \$7.7k, 14.1%.
- **Use Tax** increased \$64.2k, 36.7%. Top 20 grew \$39.7k, 74.3%, and Remaining Producers increased \$24.4k, 20.2%.



Do Executive Report

54

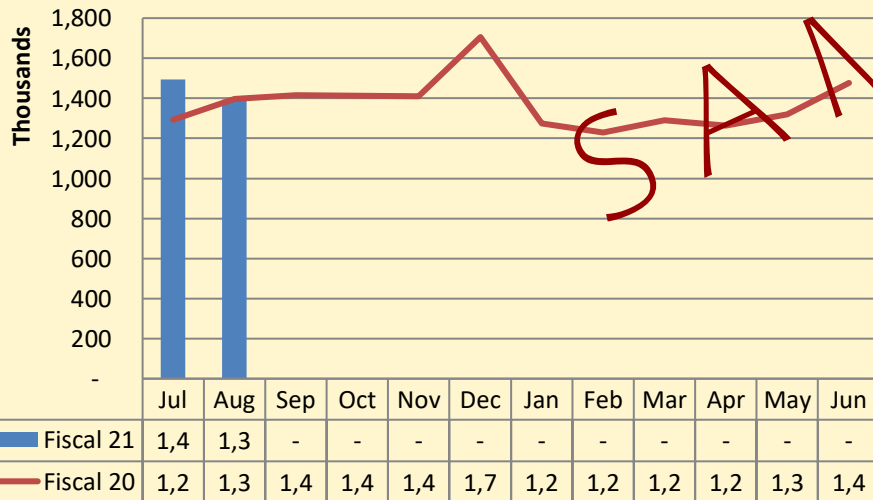
FISCAL

- Year 2021 began with a huge growth of 15.5% for Jul, followed by a flat of -0.2%

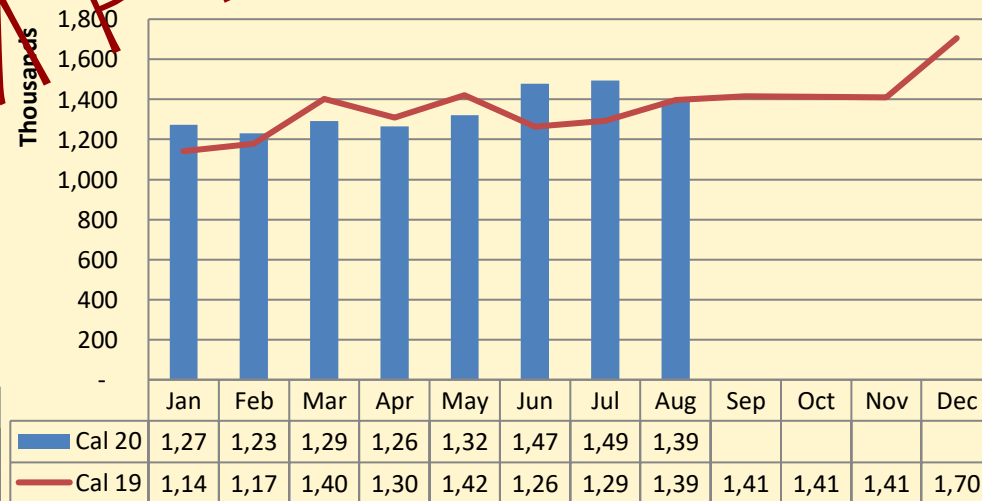
CALENDAR

- Year 2020 began with growths in Jan & Feb. Mar, Apr & May were in negative due to Covid19 impact. Jun & Jul show huge recoveries 13.7% and 15.5% respectively, but Aug was almost flat -0.2%

Sales & Use Tax Monthly Evolution



Sales & Use Tax Monthly Evolution





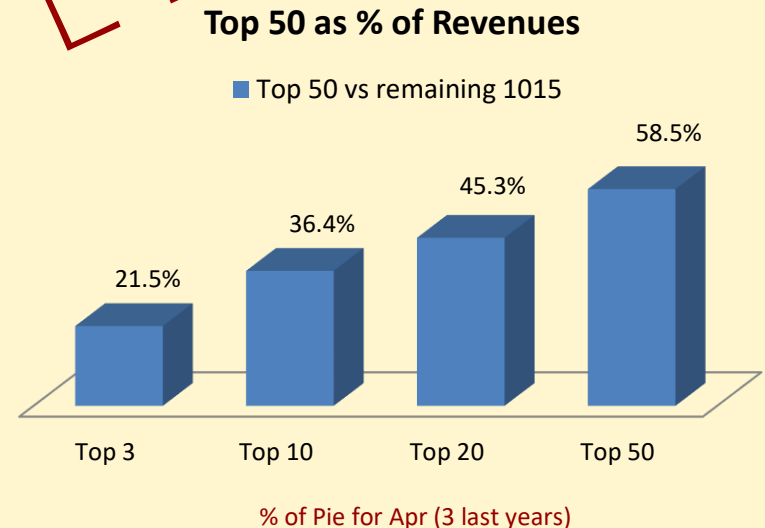
Do Executive Report

55

Top 50 producers generate more than 50% of revenues.

- From the total of 1,065 producers, Top 50 producers represent 4.7% of them, and 58.5% of real sales Tax.
- The remaining 1,015 producers, represented 95.3% of total producers, and generated 41.5% of real sales tax.
- Top 3 generated around one fifth of total revenues, Top 10 one third, Top 20 close to half, and Top 50 more than half.

SALES TAX PRODUCERS				AUG		
No.	% Total Producers		2018	2019	2020	Pie 3 Yr
50	4.7%	Top 50 Producers	636,016	701,219	668,711	58.5%
1015	95.3%	Remaining Producers	479,081	480,317	465,375	41.5%
1065	100.0%	Real Sales Tax	1,115,096	1,181,536	1,134,086	100.0%





Insane For Our Customers



THANKS!



Requesting IRMS Access

57

ANNEX



Requesting IRMS Access

58

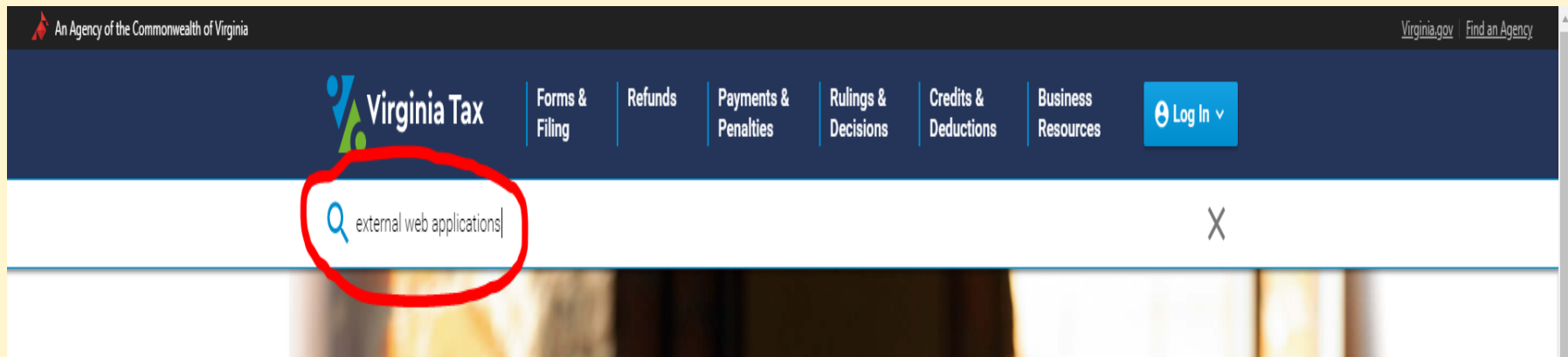
- Submit all requests for IRMS and/or EESMC training directly to the Tax Security Administration Group
- Send your email request to Tax Security Administration at External.Entity.DocForms@tax.virginia.gov and include:
 - Name, email, and phone number (including extension) of the person in need of EESMC training
 - only one person per locality
 - Locality and Division where the person is employed
 - Supervisor's Name and phone number
 - Reason for Request – identify the business need



Access IRMS Reports

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- Visit tax.virginia.gov
- Search for “External Web Applications”.





Access IRMS Reports

60

➤ Then click the link...

A screenshot of the Virginia Tax website. The header is dark blue with the "Virginia Tax" logo and navigation links: "Forms & Filing", "Refunds", "Payments & Penalties", "Rulings & Decisions", "Credits & Deductions", and "Business Resources". A "Log In" button is on the right. Below the header is a search bar with the text "Search our site (for forms, instructions, or anything else)". A yellow box contains the text "Looking for forms or instructions? Find them in our forms library." Below this, a red oval highlights a link titled "Virginia Department of Taxation External Web Applications | Virginia ...". The link's URL is "https://www.tax.virginia.gov/virginia-department-taxation-external-web-applications". The text below the link states: "The External Entity Secure Messaging Center (EESMC) is an application for external entities to send and receive files and reports from TAX in a secure manner."



Access IRMS Reports

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- Bookmark THIS page...
- Then click link to EESMC...

Virginia Tax | Forms & Filing | Refunds | Payments & Penalties | Rulings & Decisions | Credits & Deductions | Business Resources | [Log In](#)

Search our site (for forms, instructions, or anything else)

Home / Virginia Department of Taxation External Web Applications

Virginia Department of Taxation External Web Applications

Welcome to the External Web Page. This is a page for authorized external users and their staff to access information that will assist in their processing matters. Contact VITA Customer Care Center at 866.637.8482 with any suggestions regarding this web page. Your comments and suggestions are always welcome!

New Password Requirements

New password requirements in IRMSWeb and EESMC effective July 23, 2014.

No immediate action is required, upon expiration of your password you will be required to change your password to meet the four criteria listed below:

1. Passwords will need to be 8 to 16 characters long.
2. Passwords will need to contain at least three of the following four:
 - Special characters
 - Alphabetical characters
 - Numerical characters
 - Combination of upper case and lower case letters
3. Passwords with spaces will not be allowed
4. After a given password expires, you will need to create new passwords 24 times before it can be reused again

Also, going forward, passwords will be case sensitive so you will need to enter the password exactly as you typed it during the password change when logging on in the future

IRMSWeb

IRMSWeb is to be used by external entities to access TAX's Integrated Revenue Management System (IRMS).

[Log on to IRMSWeb](#)

Special Note for Internet Explorer 7 Users

EESMC

The External Entity Secure Messaging Center (EESMC) is an application for external entities to send and receive files and reports from TAX in a secure manner.

[Log on to EESMC](#)

VLC

The Virginia Learning Center (VLC) website is used to access the IRMS Training courses (for new employees or refresher training), as well as other training provided by the Department of Taxation.

[Log on to VLC](#)



Access IRMS Reports

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➤ Login using IRMS credentials...

An Agency of the Commonwealth of Virginia [Virginia.gov](#) [Find an Agency](#)

Virginia Tax

Welcome to External Entity Secure Messaging Center (EESMC)

EESMC communicate securely with the Department of Taxation.

- **File Transfer** Transfer files securely with the Department of Taxation.
- **Secure Messaging** Securely and confidentially communicate with the Virginia Department of Taxation.

Login Instructions:

User ID: Enter your AR User ID.

Password: Enter your AR password. The password is case sensitive.

Login: After entering the correct AR User ID and Password, click the Login button. [Back](#)

User Login

User ID

Password

[Login](#)

[Important Announcement: New Password Requirements](#)
[Click here](#) to change your password.

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Access IRMS Reports

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➤ Click "Next"...

The Virginia Tax logo, featuring a stylized blue and green icon next to the text "Virginia Tax".

[Main Menu](#)
[Logout](#)

Welcome TODD

NOTICE and WARNING: This computer system is the property of the Commonwealth of Virginia and may contain U.S. Government information. Access to this system is restricted to authorized users only! Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, US Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, US Code, Sections 7213, 7213A (Taxpayer Browsing Protection Act), and 7431, as well as under applicable Virginia Law (Code of Virginia 18.2). This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING!! If monitoring reveals possible evidence of criminal activity such evidence may be provided to law enforcement personnel. Unauthorized or improper access or use of this computer system and/or the data contained therein also may subject the individual to disciplinary action, including termination, under your employer's personnel policies, procedures, and guidelines. By proceeding to logon you hereby acknowledge that you have read, fully understand and comply with this WARNING, as well as TAX's access, communication, and security policies.

Next

User Information	
Name:	TODD DIVERS
Department:	

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Access IRMS Reports

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- Click “Download Files”...

The Virginia Tax logo, featuring a stylized green and blue graphic next to the text "Virginia Tax".

[Main Menu](#)
[Logout](#)

Welcome TODD

Secure Messaging is a safe and secure method for communicating with the Virginia Department of Taxation.

All messages sent from you or to you are encrypted using the highest level of commercially available encryption. For this reason, secure messaging is the only electronic means used to communicate tax information with customers.

*****PLEASE NOTE***** - If you would like to process a file with the Virginia Department of Taxation, all such files must be sent via the "File Transfers" protocol. Any file(s) sent as an attachment in a secure message will not be processed.

File Transfers
(New Files 0)

- [Download Files](#)
- [Send/upload Files](#)
- [Review Sent Files](#)

Secure Messages
(New Messages 0)

- [Access Inbox/New Messages](#)
- [Send New Secure Message](#)
- [Review Sent Messages](#)

Instructions:

Your user home page is divided into two activity sections. One related to the transfer of data files between external entities and the Department of Taxation. The other for sending and receiving secure messages with the Department of Taxation. Each section will quickly highlight the number of new transactions awaiting you as well as links to action items you may take. To proceed, simply select one of the links.

User Information	
Name:	TODD DIVERS
Department:	

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Access IRMS Reports

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➤ Voila!

 **Virginia Tax**

[Main Menu](#)
[Logout](#)

File Inbox
Listed below are all the data files that have been sent to you from the Virginia Department of Taxation.

User Information

Name: TODD DIVERS

Department:

[Back To My Homepage](#)

Inbox (0 new)

#		Subject	Date
1283732091 1		Federal Schedule C/Schedule FED file	08/24/2020
1283724210 2		Federal Schedule C/Schedule FED file	08/17/2020
1283719866 3		061.1 Registration Tax Type Activity for the Month	08/12/2020
1283718680 4		061.1 Registration Tax Type Activity for the Month	08/12/2020
1283716962 5		075.0 Vehicle Rental Tax Distribution Report	08/10/2020
1283716132 6		004D.1 Locality Distribution Detail Information	08/10/2020
1283715840 7		004D.0 Locality Distribution Detail Information	08/10/2020
1283715117 8		003.A Locality Transfers Detail Report	08/10/2020
1283715115 9		003.A Locality Transfers Detail Report	08/10/2020
1283714775 10		248.T Communications Tax Distribution Report	08/10/2020
1283714773 11		248.T Communications Tax Distribution Report	08/10/2020
1283714098 12		285.0 Communication Tax Providers Report	08/10/2020
1283714096 13		285.0 Communication Tax Providers Report	08/10/2020