Create and Upload a Local Estimated Income Tax File Using PCI's MyRevenueCollector Software (RCS)

This job aid is used by localities with PCI's RCS Software to produce a file of local estimated income tax data to be uploaded to TAX using the External Entity Secure Messaging Center (EESMC). **NOTE:** The steps identified in this Job Aid represent the various manual steps to be followed to produce the local estimated output file for TAX. Depending on the locality's software version and level of customization, some of the functions described in this Job Aid may be combined to promote processing efficiencies. In addition, some of the labels appearing on these software functions may vary from what is represented in this Job Aid.

Step	Action
1.	**Enter** State Income Tax Estimated Data in your RCS software. NOTE: Depending on the software version and level of customization, the tasks outlined in STEPS 2 through 11 may be included in the software's Mid-day Close functionality.
2.	From the **RCS Main Menu**, select "**RCS Import and Export Files**." **NOTE:** A list of various components are presented on the RCS Main Menu. The **RCS Import and Export Files** menu is often found below the **Income Tax Maintenance** menu.
3.	From the "RCS Import and Export Files" menu, select "**Estimated Taxes Payment Export.**" **NOTE**: A listing of the various Cash Reports which have been produced by the software will then be displayed. The listing will display each Cash Report in the following sequence: • Cash Report Number • Date associated with the Cash Report in month, day, and year sequence (MM/DD/YYYY) • The day of the week associated with the Cash Report Date (example: Tuesday)
4.	Review the list and place the cursor on the specific Cash Report to be included in the file export.
5.	Click the **Select** button. **NOTE:** This software will then detail the data in the software for the selected Cash Report.
6.	Select whether the deposit is for **"Today"** or the **"Next Business Day."** **NOTE:** The associated deposit date will then be displayed in month, day, and year sequence (M/D/YYYY)
7.	**Enter** the 8-digit **Deposit Certificate Number** associated with the deposit in the Deposit Certificate (DC) field.
8.	Click the **Accept** button. **NOTE**: The **Estimated Taxes Payments Export** box will then be displayed.

9.	Review the information shown on the **Estimated Taxes Payments Export** screen. **NOTE**: The following deposit-specific data will be shown: • Cash Report Number • Deposit Certificate Number • Deposit Date **IMPORTANT:** If any of the information is **incorrect**, select “No.” The software will then display the listing of Cash Reports available for export. Go to STEP 4.
10.	Select “**Yes**.” **NOTE**: The software will then display the message “Estimated Tax Payments File Created and Taxes Due Payments Updated.”
11.	Select “**OK**.”
12.	Logon to **TAX’s EESMC** server. **NOTE:** The <u>External Entity Secure Messaging Center (EESMC) User Guide</u> may be found in the TARP Repository.
13.	Go to the **FILE TRANSFERS** section and click on the “Send/Upload New Files” Link.
14.	When the **Add/Delete Attachments** window opens, enter the following transmission data: • Select the appropriate **Message Topic** from the drop-down menu. • Enter the N**umber of records** in the file. • **Browse/select** the file name from the designated location. **NOTE:** The filepath of the file may be obtained by using the BROWSE function or by typing the name of the file directly into the provided window. • Select the **Attach File** button. **NOTE:** A box will be presented at this time that displays the **File Name**, **Size File**, and **Records in File** for the file which has been attached. • Click on the **Submit** button. **NOTE:** A message will be displayed if the file has been uploaded successfully.
15.	Logout of the EESMC application.
16.	Complete a **Transmittal Form for Locality Estimated Payments** **NOTE**: A Word version and Fillable version of the Transmittal Form may be found in the TARP Repository**.**
17.	Forward the completed **Transmittal Form** to TAX via email or fax.

NOTE: If **emailing** the completed Transmittal Form, use the following email address:
(TAX-ProcessingEESMC@tax.virginia.gov.

Include the File Name, Your Locality Name, and FIPS Code on the Subject line.

EXAMPLE: **LOCEST_51908_2016_999.txt Henry 51089**.

IMPORTANT: A cover sheet is not required when emailing the completed Transmittal Form.

NOTE: If faxing the completed Transmittal Form, use the following fax number:
(804) 367-3014

Direct the transmission "TO:" Department of Taxation, Local Estimated Payment Team .