

# EESMC Local Estimated Payment Files – Error Messages



In an effort to prevent erroneous data from entering IRMS, TAX performs edits on Local Estimated Payment File data submitted through EESMC. If errors are detected, the file is rejected without being processed and is returned to you through EESMC for correction.

This job aid identifies possible error messages you may receive and provides actions you must take in order to correct such errors before resubmitting the file through EESMC.

Error Message	Explanation	Action
DEPOSIT_DATE not populated	The field is blank.	Enter the appropriate date.
DEPOSIT_DATE not valid	The date is entered incorrectly.	Enter the date the payment was deposited as MM/DD/YYYY.
CHECK_AMT not populated or not numeric	The field is blank, an Alpha character is in the field, or the field does not have leading zeroes before the check amount.	Enter the check amount, remove any Alpha characters and ensure the field has leading zeroes.
SUBMITTED_DATE not populated	The field is blank.	Enter the appropriate date.
SUBMITTED_DATE not valid	The date is entered incorrectly.	Enter the date the payment was submitted to the locality as MM/DD/YYYY.
PRI_SSN_FEIN not populated or not numeric	The field is blank or an Alpha character is in the field.	Enter the SSN or FEIN and remove any Alpha characters.
PRI_SSN_FEIN_TYPE not populated	The 'S' or 'F' type indicator is missing.	Enter 'S' for SSN or enter 'F' for FEIN.
TAX_YEAR not populated or not numeric	The field is blank, an Alpha character is in the field, or the date is entered incorrectly.	Enter the Tax Year using the format YYYY.
VOUCHER_NUMBER not populated	The field is blank.	Enter 1 – 4 to indicate the Filing Quarter.
FIPS not populated or not numeric	The field is blank or an Alpha character is in the field.	Enter the FIPS code and remove any Alpha characters.
Deposit code not populated	The DEPOSIT_CERTIF_NUM field is blank.	Enter the Deposit Certificate (DC) number.
VOUCHER_NUMBER has wrong value	The field has a number different from acceptable Filing Quarters.	Enter 1 – 4 to indicate the Filing Quarter.
Check address fields	The ALT_ADDRESS field has data, but the ADDRESS field is blank.	Enter the data in the ADDRESS field first, and only use the ALT_ADDRESS field for overflow data.
Secondary name is spaces and 1st time indicator is y'	The SECONDARY_SSN field has data, but the SEC_LNAME and SEC_FNAME fields are blank.	Enter the appropriate last and first names.

Error Message	Explanation	Action
Last Name and Trust Name completed <b>or</b> Trust Name should be completed	Both the LAST_NAME and NAME_OF_ESTATE_OR_TRUST fields have data. <b>OR</b> The PRI_SSN_FEIN_TYPE field = 'F', but the NAME_OF_ESTATE_OR_TRUST field is blank.	Remove data from the incorrect field <b>OR</b> Enter the name of the estate or trust.
Last name should/should not contain data	The PRI_SSN_FEIN_TYPE field = 'S', but the IND_LNAME field is blank. <b>OR</b> The PRI_SSN_FEIN_TYPE field = 'F', but the IND_LNAME field has data.	Enter the appropriate last name <b>OR</b> Change the 'F' indicator to 'S'.
First name should/should not contain data	The PRI_SSN_FEIN_TYPE field = 'S', but the IND_FNAME field is blank. <b>OR</b> The PRI_SSN_FEIN_TYPE field = 'F', but the IND_FNAME field has data.	Enter the appropriate first name <b>OR</b> Change the 'F' indicator to 'S'.
City should contain data	The FIRST_TIMER_NEW_ADDRESS field = 'Y', but the CITY field is blank.	Enter the appropriate city name.
State should contain data	The FIRST_TIMER_NEW_ADDRESS field = 'Y', but the STATE field is blank.	Enter the appropriate state name.
Zip code should contain data	The FIRST_TIMER_NEW_ADDRESS field = 'Y', but the ZIP field is blank.	Enter the appropriate zip code.
Address should contain data	The FIRST_TIMER_NEW_ADDRESS field = 'Y', but the ADDRESS field is blank.	Enter the appropriate address data.

**NOTE:** Rejected files are returned to the sender through EESMC. If the EESMC file remains unopened, TAX will send an **email** to your Locality Contact Person on record to advise that a data file (error message) needs to be reviewed in EESMC. For this reason, be sure to keep your Locality Contact Person information up-to-date with TAX.

Once all corrections are made, the file should be resubmitted through EESMC. If the Transmittal Form changes because of changes made to the file, then an updated Transmittal Form is required.

If you have questions or need additional assistance, email the Local Estimated Payment Team at [tax-processingeesmcsupport@tax.virginia.gov](mailto:tax-processingeesmcsupport@tax.virginia.gov).