

CHAPTER 21: VIEW SALES TAX DISTRIBUTION INFORMATION

21.1 Overview

In order to view Sales tax distribution information online, IRMS provides the Distribution History and Distribution Summary windows.

21.2 View Sales Tax Distribution History Information Online

The Distribution History window allows you to search for and view all the businesses that have paid Sales tax in a specific locality, up to three years prior to the current system date. This feature is used to ensure that all businesses have filed their Sales tax returns and reported sales in the proper locality.

Distribution History Window

The illustration below is the Distribution History window:

The screenshot shows a window titled "Distribution History". It contains a "Search Information" section with the following fields:

- FIPS:** A dropdown menu with "Fairfax County - 51059" selected.
- Tax Account Number:** An empty text input field.
- Distribution Month:** An empty text input field.

A "Find" button is located to the right of the Tax Account Number field. Below the search fields is a table with the following headers:

Tax Account Number	Customer Name	Transaction Period	Distribution Amount
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A "Close" button is located in the bottom right corner of the window.

Distribution History

Search Information

FIPS:

Tax Account Number:

Distribution Month:

Tax Account Number	Customer Name	Transaction Period	Distribution Amount
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- Step 2:** Select the locality for which you want to view distribution information from the **FIPS** drop-down list, if necessary.
- Step 3:** Enter the **Tax Account Number** of the business for which you want to view distribution information.
- OR
- Enter the calendar month and year (in the MMYYYY format) for which you want to view distribution information in the **Distribution Month** field.
- Step 4:** Click **Find**. IRMS searches for and displays distribution information for the business(es) in the specific locality.
- Step 5:** Click **Close** when finished. The Distribution History window closes and you return to the IRMS main window.

