



# eForms User Guide

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This user guide provides instructions for using the Virginia Department of Taxation’s eForms system: an easy, fast and free way to file and pay state taxes electronically. In this user guide, you will have the opportunity to see images of the eForms screens before you use the system to file and pay your tax returns.

Visit the [eForms page](#) for the list of tax returns supported by this online system.

You may also find assistance for eForms in the [Frequently Asked Questions](#) section.

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These icons will appear throughout the user guide to help you understand how to use eForms:



Steps to Follow



Important Items to Note



Caution / Alert

## Main Screen

Each eForm has its own screen and required fields, but there are common fields between each tax return.

The example screen below is the VA-5 Monthly tax return:

Form VA5

### Form VA-5

#### Employer's Return of Virginia Income Tax Withheld

For assistance: [eForms User Guide](#)   [eForms FAQs](#)  
[Form VA-5 Instructions](#)   [Contact Us](#)

**For Monthly Period**

--- 2012

**Account Number**

30-   F- ---

**Business Name**

\_\_\_\_\_

**Mailing Address**

\_\_\_\_\_

**City**   **State**   **ZIP**

\_\_\_\_\_   Virginia   \_\_\_\_\_

**Status: NOT FILED**

**1. VA Income Tax Withheld**   \_\_\_\_\_

**2. Previous Period(s) Adjustments**  
Enter a - (negative sign) for an overpayment amount.   \_\_\_\_\_

**3. Adjustment Total**   \_\_\_\_\_

**4. Penalty**  
[\(See Instructions\)](#)   \_\_\_\_\_

**5. Interest**  
[\(See Instructions\)](#)   \_\_\_\_\_

**6. Total Amount Due**   \_\_\_\_\_

Check if this is an amended return

## eForms Basics

There are two main sections to most eForms:

1. Demographics section, and;
2. Tax Return Information section

**Form VA-5**  
**Employer's Return of Virginia Income Tax Withheld**  
 For assistance: [eForms User Guide](#) [eForms FAQs](#)  
[Form VA-5 Instructions](#) [Contact Us](#)

**1**

**For Monthly Period**  
 --- 2012

**Account Number**  
 30- --- F- ---

**Business Name**  
 \_\_\_\_\_

**Mailing Address**  
 \_\_\_\_\_

**City** **State** **ZIP**  
 \_\_\_\_\_ Virginia \_\_\_\_\_

**2** **Status: NOT FILED**

**1. VA Income Tax Withheld** \_\_\_\_\_

**2. Previous Period(s) Adjustments** \_\_\_\_\_  
 Enter a - (negative sign) for an overpayment amount.

**3. Adjustment Total** \_\_\_\_\_

**4. Penalty** \_\_\_\_\_  
[\(See Instructions\)](#)

**5. Interest** \_\_\_\_\_  
[\(See Instructions\)](#)

**6. Total Amount Due** \_\_\_\_\_

Check if this is an amended return

Save As Draft Calculate

Some tax returns, like the ST-9 shown below, also require you to complete a schedule. You can navigate to this section by selecting the Schedule tab.

3. Schedule section

**Form ST-9** **Schedule ST-9B / ST-9R**

**3** **Status: NOT FILED**

**Form ST-9**  
**Virginia Retail Sales and Use Tax Return**  
 For assistance: [eForms User Guide](#) [eForms FAQs](#)  
[Form ST-9 Instructions](#) [Contact Us](#)

**Note: Use these tabs to navigate between your return and schedule**

**Frequency** **For Period**  
 Monthly  Quarterly --- 2013

**1. Gross Sales and/or Rentals** \_\_\_\_\_

**2. Personal Use** \_\_\_\_\_

**3. Exempt State Sales and Other Deductions** \_\_\_\_\_

**4. Total Taxable State Sales and Use** \_\_\_\_\_

**5. State - Qualifying Food Sales and Use** (a) Sales \_\_\_\_\_ (b) Amount Due \_\_\_\_\_

**6. State - General Sales** \_\_\_\_\_

## Important Items to Note

### Important Items to Note

- **For Assistance** – At any time, you can click the links for instructions on filing the tax return or to contact the Tax Department.
- **Status** – This indicator displays the current status of your tax return. It will change once you file (and pay) your tax return.
- **Required Fields** – Required fields have **bold** labels (like **VA Income Tax Withheld** shown above).
- **Computed Fields** – Fields that are gray will be calculated for you after you enter the required fields and click the “Calculate” button.
- **Tooltips** – Certain fields contain additional information called tooltips. Move your mouse cursor over a field to view its tooltip.
- **Save as Draft** – Click this button to save your progress if you intend on finishing later. You will be asked to enter a password of your choice. You can use this password to later retrieve and finish your tax return. See the “Saving Your Information – Draft Return” section on Page 21 for further information.

## Demographics Section

To begin filing the eForm tax return, follow these general step-by-step instructions.

The first section to completing an eForm is the Demographics section. You are required to enter information for each of these fields.

The screenshot shows the 'Form VA-5' interface. At the top, it says 'Form VA-5' and 'Employer's Return of Virginia Income Tax Withheld'. Below this, there are links for assistance: 'eForms User Guide', 'eForms FAQs', 'Form VA-5 Instructions', and 'Contact Us'. The main section is titled 'For Monthly Period' and contains several input fields: a dropdown for the month (currently showing '---') and a dropdown for the year (currently showing '2012'); an 'Account Number' field with a '30-' prefix and a dropdown for the business location (currently showing 'F- ---'); a 'Business Name' text input field; a 'Mailing Address' text input field; and three separate input fields for 'City', 'State' (currently showing 'Virginia'), and 'ZIP'.

- **Filing Period** – Select the month or quarter, and the year of the tax period being filed.
- **Account Number and Business Location** – Enter the 9-digit Employer Identification Number and select the business location from the drop down menu.
- **Business and Address Information** – Enter the business name and full address.

## Tax Return Information Section

The next section of an eForm is the Tax Return Information section.

Enter your tax financial information into the appropriate fields. Remember that only **bolded** fields are required and fields that are gray will be calculated once you click the “Calculate” button.

Status: NOT FILED

**1. VA Income Tax Withheld**

2. Previous Period(s) Adjustments  
Enter a - (negative sign) for an overpayment amount.

3. Adjustment Total

4. Penalty  
[\(See Instructions\)](#)

5. Interest  
[\(See Instructions\)](#)

6. Total Amount Due

Check if this is an amended return

Save As Draft **1** Calculate

- 1. Calculate** – Click this button to review your tax return for any errors and to perform calculations for any computed fields. If there are any fields with errors, they will be highlighted in red and a red message box will display additional instructions.

## Resolving Form Errors

Once you click the “Calculate” button, you may find that your tax return contains errors. If there are any errors, a red message box will display with additional instructions. Fields with errors are highlighted in red.

The screenshot shows the Form VA-5 interface with the following elements:

- Form Title:** Form VA-5 Employer's Return of Virginia Income Tax Withheld
- Status:** NOT FILED
- Form Fields:**
  - 1. VA Income Tax Withheld: 5000
  - 2. Previous Period(s) Adjustments: (Empty)
  - 3. Adjustment Total: (Empty)
  - 4. Penalty: (See Instructions)
- Business Information Section:**
  - For Monthly Period: Aug 2012
  - Account Number: 30- [Red Box] F- 001
  - Business Name: Example Business
  - Mailing Address: 123 Fake St
  - City: Richmond, State: Virginia
- Error Messages:**
  - 1. "Your form contains errors and cannot be filed. Click in each highlighted field to view and fix the error."
  - 2. (Associated with the red box around the Account Number field)
  - 3. "FEIN is required." (Associated with the red box around the Business Name field)
- Buttons:** Save As Draft, Calculate (highlighted with a blue circle and number 4)

In order to continue filing the tax return:

1. Identify which fields contain errors (they will be highlighted in red).
2. Click in the field to review the error message.
3. Make the correction(s).
4. Click “Calculate” to ensure the errors have been corrected.

*NOTE:* You may click “Calculate” to review your form as many times as you need.

## Form Review

Once you click the “Calculate” button and there are no errors, the pop-up message shown below will indicate that your form is ready to be filed. Click “OK” to continue filing the tax return.

**Form Review – Ready to be Filed**

Your Form VA5 was reviewed and is ready to be filed.

Please review your Form VA5 information, before clicking **Pay Now** to set up your payment. If you need to change any information, click **Make Changes**.

After you click “OK”, the form is shown once more for you to review your tax return information.

Form VA5
Status: NOT FILED

**Form VA-5**  
Employer's Return of Virginia Income Tax Withheld

For assistance: [eForms User Guide](#) [eForms FAQs](#)  
[Form VA-5 Instructions](#) [Contact Us](#)

**For Monthly Period**  
 Aug 2012

**Account Number**  
 30- 111111111 F- 001

**Business Name**  
 Example Business

**Mailing Address**  
 123 Fake St

**City** Richmond **State** Virginia **ZIP** 23220

1. VA Income Tax Withheld	\$5,000.00
2. Previous Period(s) Adjustments <small>Enter a - (negative sign) for an overpayment amount.</small>	\$0.00
3. Adjustment Total	\$5,000.00
4. Penalty <a href="#">(See Instructions)</a>	\$0.00
5. Interest <a href="#">(See Instructions)</a>	\$0.00
6. Total Amount Due	\$5,000.00

Check if this is an amended return

1

Make Changes

Save As Draft

2

Pay Now

- 1. Make Changes** – If any corrections are needed, click the “Make Changes” button in order to edit the fields. Until you select this button, all fields are grayed out and you cannot make changes to your information.

*NOTE:* You cannot make changes to the tax return once it has been filed, so it is important to review your tax return fully before it is submitted.

2. **Pay Now** – If your information is correct, click the “Pay Now” button to continue to the banking and payment information screen.

*NOTE:* If no payment is due, the “Pay Now” button will instead read “File Now”. See the “Filing Zero Due Tax Returns” section on Page 19 for further information.



**Important Items to Note**

- **Status** – The status of the tax return is still **NOT FILED** at this point.
- **Computed Fields** – Clicking “Calculate” causes amounts to be displayed in the gray fields.



Whenever there is an amount due on your tax return (like in the example above), you are required to make the payment through the eForms system. You will have the option to choose the date of your payment.

## Payment Details

Once you click “Pay Now”, the Payment Details screen is displayed for you to enter your banking and payment information.

The screenshot shows the "Payment Details" window with the following elements and annotations:

- 1**: A blue circle next to the "Routing Number" input field.
- 2**: A blue bracket grouping the "Bank Account Number" and "Re-Enter Bank Account Number" input fields.
- 3**: A blue circle next to the "Payment Amount" input field.
- 4**: A blue circle next to the "Payment Date" radio button options.
- 5**: A blue circle next to the "Continue" button.
- A red arrow points to the "IAT Notice" button.
- A red arrow points to the "Cancel" button.
- A blue arrow points from the "Continue" button to a calendar widget.
- The calendar widget shows August 2012 with the 14th selected.
- A red arrow points to the check image below the form.
- Below the check image, there are three fields: "Bank Routing Number" (with a green circle around the number), "Bank Account Number" (with a green circle around the number), and "Check #" (with a red circle and slash around the number).

- 1. Routing Number** – Enter the routing number of your checking account.
- 2. Bank Account Number** – Enter the bank account number of your checking account. To confirm you entered the correct bank account number, you are required to enter it a second time.



The eForms system only supports payments from a checking account, **NOT** a savings account.

- 3. Payment Amount** – Enter the payment amount to be debited from your checking account.

**4. Payment Date** – Select the payment date.

- Today – This is the default option. Your payment will be submitted the day you file your eForm.
- Schedule payment for – Choose this option to select a future date to submit your payment. You may warehouse your payment for up to 90 days from the date you are filing. Click the calendar icon to select a future payment date.

*NOTE:* The calendar icon only appears after you select “Schedule payment for”.



If you select a **Payment Date** later than the due date of the return, you will be subject to penalty and interest.

**5. Continue** – Click this button to continue filing and paying your tax return.



**Important Items to Note**

- **IAT Notice** – The Virginia Department of Taxation does not support International ACH Transactions, which are abbreviated as IAT. Click the “IAT Notice” button to display full details.
- **Cancel** – Click this button if you want to return to the previous details screen where you can make changes to the tax return.
- **Check Image** – This image serves as an example to help you locate the routing number and bank account number on physical checks that are associated to the your checking account.

After you click “Continue”, the Confirm Payment Details pop-up will be displayed for you to review your payment details once more.

**Confirm Payment Details**

Please review your payment details below.

Click **Confirm Payment** to complete the filing of this payment.

Click **Cancel** to return to the Payment Detail screen.

Routing Number:	123456780
BankAccount Number:	XXXXX6789
PaymentAmount:	\$5,000.00
Payment Date:	8/28/2012

   1

**1. Confirm Payment** – Click this button to continue filing and paying your tax return.



**Important Items to Note**

- **Cancel** – Click this button if you want to return to the Payment Details screen to make changes to your payment information. For example, you may wish to change the **Payment Date** you originally selected.



The **Payment Date** cannot be changed once you file your eForm.

Once you click “Confirm Payment”, the Electronic Signature pop-up is displayed for you to electronically sign your tax return. Entering this information takes the place of a physical signature on your tax return, and is as important and carries the same responsibility as signing the paper tax return.

1. **Email Address** – Enter the email address to which you would like to receive the confirmation PDF. To confirm you entered the correct address, you are required to enter it a second time.



Enter your email address if you wish to receive a copy of the confirmation PDF. This is optional and is provided as a backup if you cannot open or save the PDF on the following screens. Entering your email address permits the Virginia Department of Taxation to email you the confirmation PDF for this transaction, which contains return and payment details.

The Department of Taxation discourages using non-business email addresses or shared mailboxes. Do not share this email or the contents therein with unauthorized persons. The Department of Taxation does not assume responsibility if an incorrect email address is entered.

2. **Your Name** – Enter your first and last name.
3. **Phone Number** – Enter your phone number, including your area code.

*NOTE:* The Tax Department collects your name and phone number to contact you in the event there are issues with your return.

4. **OK** – Click “OK” to submit your eForm. This is the last step to file and pay your tax return.



**Important Items to Note**

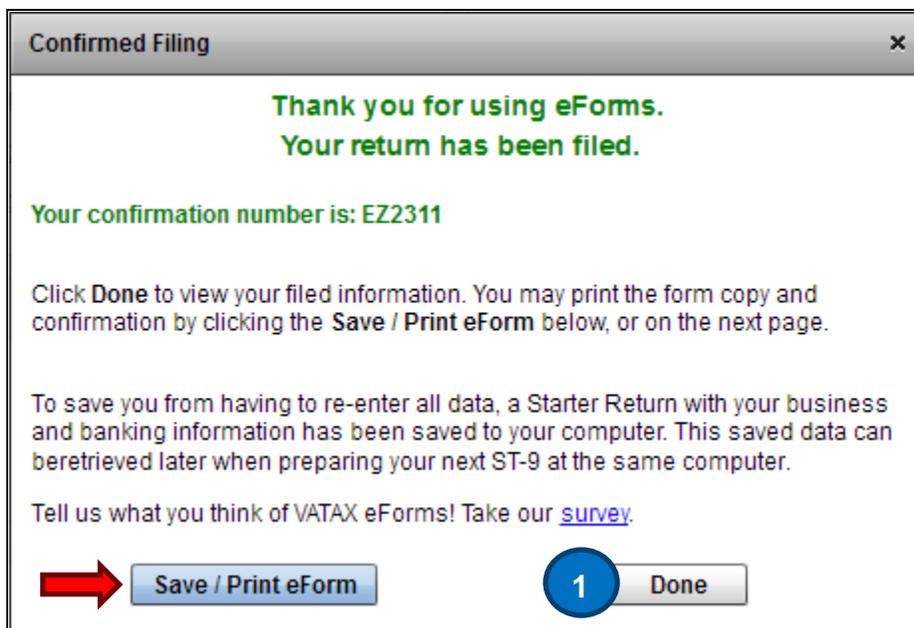
- **Cancel** – Click this button if you want to return to the previous details screen where you can make changes to the tax return.

## Payment Confirmation

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After you click “OK”, the Confirmed Filing pop-up will be displayed, confirming your basic payment details. The Confirmation Number is your proof that you filed your tax return and payment.

The option to save and reuse business and banking information (Starter Return) will be addressed later in the guide.



1. When you are ready, click “Done” to view the eForm you submitted.



**Important Items to Note**

- **Save / Print eForm** – Click this button to save and/or print a PDF copy of your tax return and payment confirmation. See the “Save/Print Your Confirmation” section on Page 15 for more information.

Form VA5      Confirmation

Confirmation Number: EZ12345    Filed on 8/28/2012 at 4:08:48 PM    Save / Print eForm    Status: FILED AND PAID

### Form VA-5

Employer's Return of Virginia Income Tax Withheld

For assistance: [eForms User Guide](#)    [eForms FAQs](#)  
[Form VA-5 Instructions](#)    [Contact Us](#)

**For Monthly Period**  
 Aug 2012

**Account Number**  
 30- 111111111 F- 001

**Business Name**  
 Example Business

**Mailing Address**  
 123 Fake St

**City**      **State**      **ZIP**  
 Richmond    Virginia    23220

1. VA Income Tax Withheld	\$5,000.00
2. Previous Period(s) Adjustments Enter a - (negative sign) for an overpayment amount.	\$0.00
3. Adjustment Total	\$5,000.00
4. Penalty <a href="#">(See Instructions)</a>	\$0.00
5. Interest <a href="#">(See Instructions)</a>	\$0.00
6. Total Amount Due	\$5,000.00

Check if this is an amended return

Save / Print eForm

**Important Items to Note**

- **Confirmation Tab** – Click on this tab to display your payment confirmation details.
- **Confirmation Number and Timestamp** – Both items will indicate that the tax return has been filed.
- **Status** – The status of the tax return now displays **FILED AND PAID** and the text will change from **red** to **green**.

## Save/Print Your Confirmation

Once you have successfully filed and paid, you will have the option to save and/or print a PDF copy of your tax return and payment confirmation. A PDF (Portable Document Finder) is a type of image document supported by Adobe.

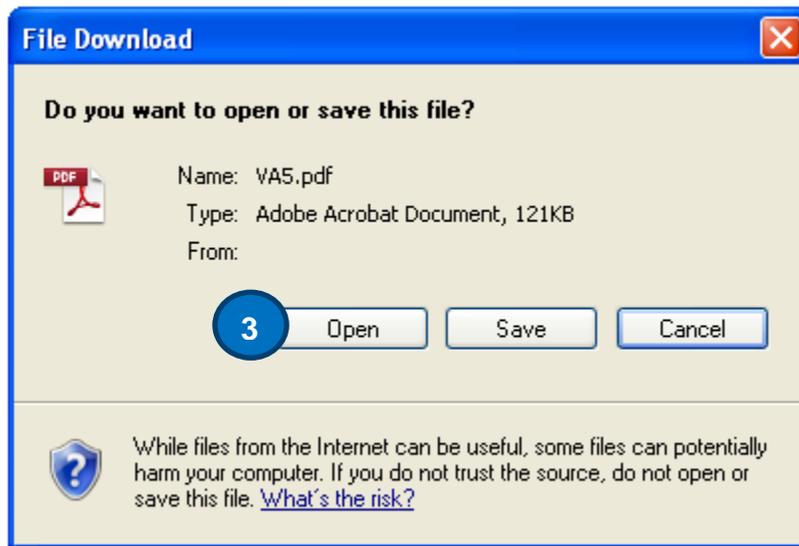
**NOTE:** If your computer cannot open a PDF, Adobe PDF Reader may not be installed or may be out of date. You will be asked to update the Reader from the Adobe website. You will not be able to open the PDF until your Reader is updated. Adobe PDF Reader and any available updates are free.

1. These buttons allow you to save and/or print a copy of the tax return that looks similar to the paper version. Once you click "Save / Print eForm", eForms reminds you that the filed tax return is only a copy for your records and that it should not be sent to the Tax Department.



It is important to Save and/or Print a copy of your tax eForm. Your return and confirmation will not be available once you close the screens or exit the eForms system.

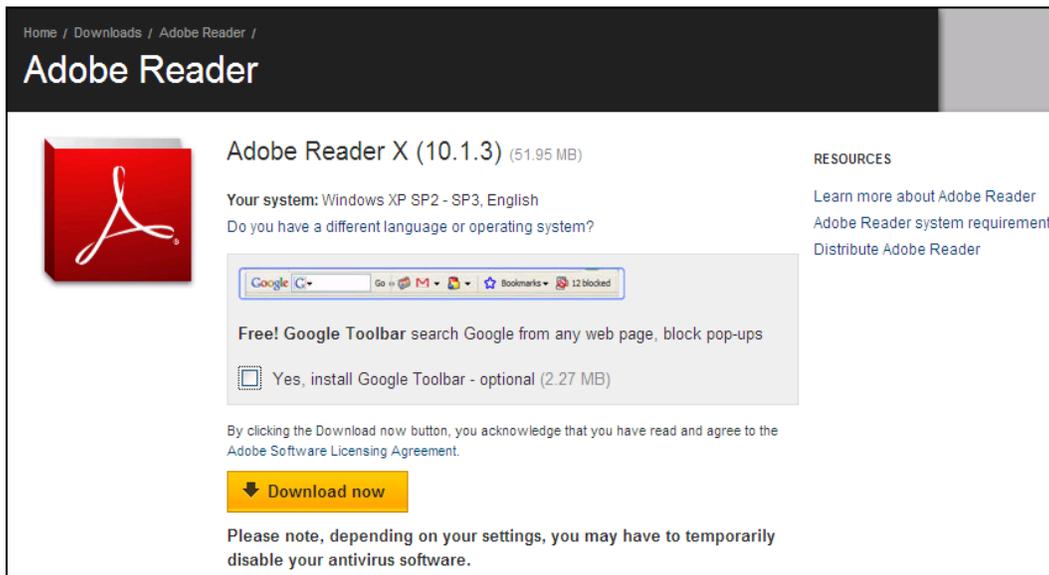
2. Click "OK" to generate the PDF copy of your tax return. You can open the PDF to view your confirmation, or you can save the PDF file to your computer.



3. Click "Open" to view the PDF copy.

*NOTE:* You do not have to open the file at this time. You may save the file by selecting the "Save" button and choosing a location on your computer.

*NOTE:* If your computer cannot open a PDF, Adobe PDF Reader may not be installed or may be out of date. You will be asked to update the Reader from the Adobe website. You will not be able to open the PDF until your Reader is updated. Adobe PDF Reader and any available updates are free.



Example image from the Adobe Reader website.

The PDF contains all of the tax return information you entered, in a format that looks like a paper return. An additional page contains your payment confirmation details, which includes the Payment Date when set up for a future date.

**Form VA-5**  
**Employer's Return of Virginia Income Tax Withheld**

PERIOD: 12/31/2012  
**FILED ON: 10/01/2012 09:41:59 AM EST**  
**CONFIRMATION #: EZ1221**

ACCT NO.: 30-11111111F-001 FEIN: 111111111  
 NAME: Example Business  
 ADDRESS: 123 Fake St  
 CITY: Richmond STATE: VA ZIP: 23220

I declare that this return (including accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct and complete.

1. VA Income Tax Withheld: \$5,000.00  
 2. Previous Period(s) Adjustments (See Instructions): \$0.00  
 3. Adjustment Total: \$5,000.00  
 4. Penalty (See Instructions): \$0.00  
 5. Interest (See Instructions): \$0.00  
 6. Total Amount Due: \$5,000.00

First and Last Name: \_\_\_\_\_ Date: 10/01/2012 Phone Number: 123-456-7890  
 Signature: \_\_\_\_\_

**VATA eForms Payment Confirmation**

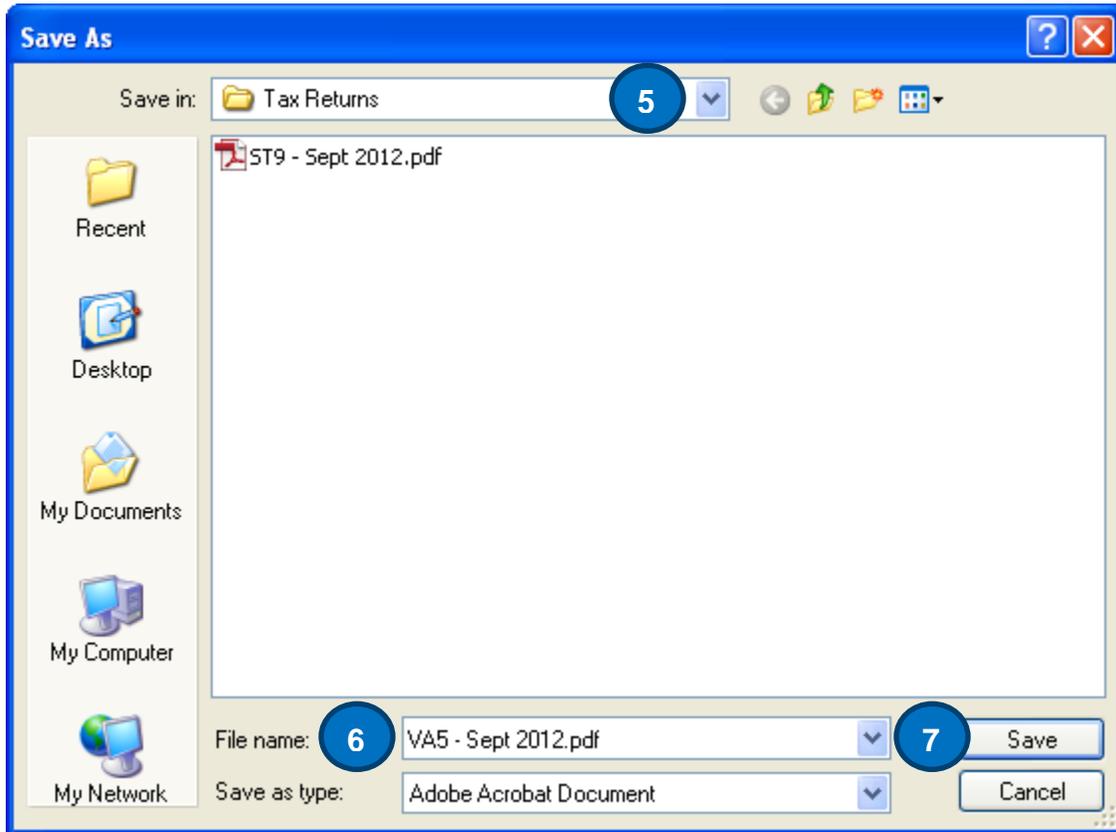
Tax Account Number: 30-11111111F-001  
 Payment For: VA5 (period ending 12/31/2012)  
 Paid On: 10/01/2012 10:29:50 AM EST  
 Payment Confirmation Number: EZ1222  
 Routing Number: 123456780  
 Bank Account Number: XXXXX6789  
 Payment Amount: \$5,000.00  
 Payment Date: 12/01/2012 (Payment will be automatically released for processing on this date)

4. Click the "Save" button (the floppy disk icon) to save the PDF to a location on your computer.

**Important Items to Note**

- **Print** – Select this button to print the PDF copy to a printer of your choosing.
- **Timestamp and Confirmation Number** – These fields will be same as on the eForm screens.
- **Payment Date** – This field will confirm the date you chose payment to be released for processing.
- **Watermark** – This is another reminder to not send this copy to the Tax Department.

Once you click “Save”, you must decide where to save the copy and what to name it.



5. Select a folder or other location on your computer to save the PDF copy.

*NOTE:* To help organize your tax returns, it is good practice to create a specific folder for your copies and to name each copy differently.

6. You may enter a new file name (like in the example above) or use the default name displayed by eForms.
7. Click the “Save” button to finish saving the document to your computer.

Once you have filed (and paid), and saved and/or printed a copy of your tax return, you may exit the eForm system by closing your internet browser window. When you exit the system, the following message will display:



If you are finished with the eForm, you may click “OK” to leave the system.

## Filing Zero Due Tax Returns

If you file an eForm where no tax is due (\$0.00), you must still complete the required fields, review the form and electronically sign the tax return. Since no payment is due, you will skip the Payment Details screens.

The following example is for a VA-5 Quarterly eForm where no tax is withheld, i.e. a zero (\$0) tax return.

1. Click the "Calculate" button to review your tax return for any errors.

Once you click the "Calculate" button and there are no errors, the pop-up message shown below will indicate that your form is ready to be filed.

2. Click "OK" to continue to filing the tax return.

Form VA5
Status: NOT FILED

### Form VA-5

#### Employer's Return of Virginia Income Tax Withheld

For assistance: [eForms User Guide](#)   [eForms FAQs](#)  
[Form VA-5 Instructions](#)   [Contact Us](#)

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**For Quarterly Period**

Oct-Dec   2012

**Account Number**

30- 111111111   F- 001

**Business Name**

Example Business

**Mailing Address**

123 Fake St

**City**   **State**   **ZIP**

Richmond   Virginia   23220

1. VA Income Tax Withheld	\$0.00
2. Previous Period(s) Adjustments <small>Enter a - (negative sign) for an overpayment amount.</small>	\$0.00
3. Adjustment Total	\$0.00
4. Penalty <a href="#">(See Instructions)</a>	\$0.00
5. Interest <a href="#">(See Instructions)</a>	\$0.00
6. Total Amount Due	\$0.00

Check if this is an amended return

Make Changes
Save As Draft

3

File Now

3. Click the "File Now" button.

*NOTE:* The "Pay Now" button will instead read "File Now" because no payment is due.

Since no payment is due, you will skip the Payment Details portion and will be directed to the Electronic Signature pop-up to continue filing your tax return.

## Saving Your Information – Draft Return

As noted earlier, you can save your progress and come back to finish it later in what is known as a Draft. Since the data is saved to your computer, you must continue on the same computer in which you saved the Draft. The example below is a partially completed ST-9 eForm.

Form ST-9
Status: NOT FILED

### Form ST-9

#### Virginia Retail Sales and Use Tax Return

For assistance: [eForms User Guide](#)    [eForms FAQs](#)  
[Form ST-9 Instructions](#)    [Contact Us](#)

**Frequency**                      **For Period**

Monthly     Quarterly              May    2013

**Account Number**                      **Locality Name**

10- 111111111    F- 001              Richmond City - 51...

**Business Name**

Business Name

**Mailing Address**

Mailing Address

**City**                      **State**                      **ZIP**

City                      Virginia                      23220

Check if this is an amended return   

State Exempt Sales fully exempted by all your Localities?     Yes     No

1. Gross Sales and/or Rentals		10000
2. Personal Use		
3. Exempt State Sales and Other Deductions		
4. Total Taxable State Sales and Use		
	(a) Sales	(b) Amount Due
5. State - Qualifying Food Sales and Use		
6. State - General Sales and Use		
7. State Tax		
8. Dealer Discount		
9. Net State Tax		
10. Additional State Sales Tax - Regional Transportation		
10a. Northern Virginia		
10b. Hampton Roads		
11. Total State and Regional Tax		
12. Local Tax		
13. Total State, Regional and Local Tax		
	(a) Number of Items Sold	(b) Fee (Net of Discount)
14. Prepaid Wireless Fee		
15. Total Taxes and Fees		
16. Penalty		
17. Interest		
18. Total Amount Due		

1

1. Click "Save as Draft." The Select Password pop-up will prompt you to choose a password to save your eForm Draft.

**Select Password**

Please enter a password to better protect and to save your eForm information on your computer.

You must use this password if you want to retrieve this information later when preparing your VA5 form.

Your password must be 8-12 characters with 1 uppercase, 1 lowercase and 1 numeric character.

**Enter Password**

**Re-Enter Password**

By checking this box you agree to the [Terms & Conditions](#).

2. **Password** – You must enter a password that is 8-12 characters long and includes 1 uppercase, 1 lowercase, and 1 numeric character. To confirm you entered the correct password, you are required to enter it a second time.
3. **Terms & Conditions** – You are required to check this box to indicate that you accept the eForms Terms and Conditions.
4. **OK** – Click this button to save your eForm Draft data to your computer.

**Important Item to Note**

- **Cancel** – Click this button to return to the tax return details screen.

Once you click “OK”, a pop-up message will indicate that your eForm Draft data has been saved to your computer.

Your data has been saved to your computer.  
To retrieve it later, you must use the same computer.

After you click “OK”, you may exit the eForm system by closing your internet browser window.



Your eForm information will be saved to your computer to access later. If you delete your internet history before you return to complete the eForm, the saved data may no longer be retrieved.

If you are ready to complete your tax return, visit the eForms home page and click on the eForm you started. You will be prompted for your password to retrieve the data.

**Retrieve Saved Data**

Would you like to retrieve the data you saved?

If so, enter your password and click **OK**. Otherwise, click **Cancel** to start over with a blank form.

**Password**  5

Cancel OK 6

You may also permanently delete this data from your computer. Delete Data

5. **Password** – Enter the password you previously chose.

*NOTE:* The Tax Department does not store passwords and cannot reset them for you.

6. **OK** – Click this button to open the saved eForm and continue your tax return.

 **Important Items to Note**

- **Cancel** – If you forgot your password, clicking this button will display a blank eForm for you to use.
- **Delete Data** – Click this button to remove all saved data related to this eForm.

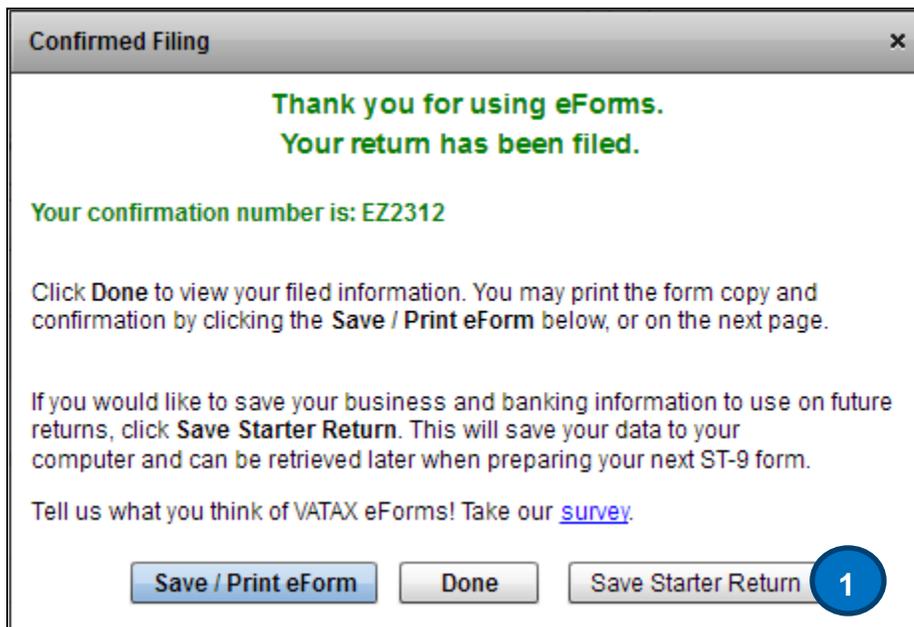
## Saving Your Information – Starter Return

As noted earlier, you have the option to save and reuse your business and banking information in a [Starter Return](#).

A Starter Return is a [template](#) created from a filed eForm and saves common information that is on each tax return such as name and address, account number, and banking information. It will not save any of the tax financial information that is specific to a reporting period such as payment amounts.

The purpose of the Starter Return is to save you time by eliminating the need to re-enter the same business and banking information each time you file. Since the data is saved to your computer, you can only access your data on the [same computer](#) in which you originally saved the Starter Return.

You have the option to save your Starter Return at the Confirmed Filing pop-up once you file (and pay) your tax return.



1. Click the “Save Starter Return” button to start saving your template data.

The Select Password pop-up will prompt you to choose a password to save your Starter Return.

**Select Password**

Please enter a password to better protect and to save your eForm information on your computer.

You must use this password if you want to retrieve this information later when preparing your VA5 form.

Your password must be 8-12 characters with 1 uppercase, 1 lowercase and 1 numeric character.

**Enter Password**

**Re-Enter Password**

By checking this box you agree to the [Terms & Conditions](#).

- 2. Password** – You must enter a password that is 8-12 characters long and includes 1 uppercase, 1 lowercase, and 1 numeric character. To confirm you entered the correct password, you are required to enter it a second time.
- 3. Terms & Conditions** – You are required to check this box to indicate that you accept the eForms Terms and Conditions.
- 4. OK** – Click this button to save your eForm Starter Return data to your computer.

**Important Item to Note**

- **Cancel** – Click this button to return to the Confirmed Filing screen.

Once you click “OK”, a pop-up message will indicate that your eForm Starter Return data has been saved to your computer.

Your data has been saved to your computer.  
To retrieve it later, you must use the same  
computer.

After you click “OK”, you may exit the eForm system by closing your internet browser window.



Your eForm information will be saved to your computer to access later. If you delete your internet history before you return to complete the eForm, the saved data may no longer be retrieved.

When you are ready to complete your tax return for the next filing period, visit the eForms page and click on the appropriate eForm. You will be prompted for your password to retrieve the data.

5. **Password** – Enter the password you previously chose.

*NOTE:* The Tax Department does not store passwords and cannot reset them for you.

6. **OK** – Click this button to open the saved eForm and continue your tax return.

 **Important Items to Note**

- **Cancel** – If you forgot your password, clicking this button will display a blank eForm for you to use.
- **Delete Data** – Click this button to remove all saved data related to this eForm.