

Locality Training for the 2016 Filing Season

Commissioners of the Revenue, Treasurers, and Staffs,

Our goal is to provide you with the necessary instruction and direction to adequately understand the processes involved in local individual return processing and preparation.

This training package contains several components to provide you with important information for this upcoming tax year. All of this material is located or accessed through the Department's website under "Localities".

Again this year, you will **NOT** be required to take a course in the LMS, all issues germane to the processing of individual tax returns and payments are referenced in the following documents included in this training:

- 2016 Filing Season Income Tax Processing Reminders – Commissioner of Revenue Specific
- 2016 Filing Season Income Tax Processing Reminders – Treasurer Specific

As you process returns throughout the year, we will provide feedback to localities who are not complying with the procedures outlined in this series of training materials.

If you have questions regarding any of the training material, please contact Howard Overbey at (804) 367-1129.