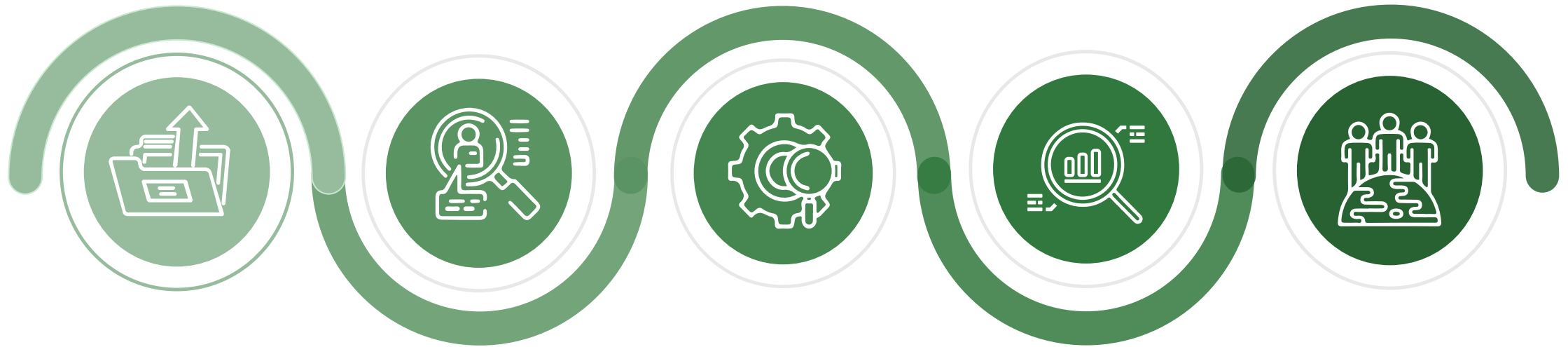


Revision File Transfers

2024 Client Training Sessions

File Transfer Flow



Jurisdiction places Revision file on client portal

This can be daily or weekly, we suggest every Friday after weekly remittance postings

Revision file downloaded from client portal

This is done every hour, cut off time is 4:00pm

Revision file converted into TACS format

Ref1 created; Ref1 in the TACS system is unique to the vehicle/parcel for that jurisdiction

Account Match

Match Ref1 data (we do not match on name) and compare our balance for Tax, Pen, Interest, Admin, DMV, VL, etc. to the Jurisdictions' balances in the updated revision file received

Account Adjustments

When a match is made, account balances are adjusted to the jurisdiction's data and are imported each night into TACS collections system

Variables to Know

01

If the taxpayer **does not** currently exist in our TACS collections system and **is included** in the Jurisdictions' revision file

- we will **add this taxpayer and bills as a new account**

Reasons this could happen:

1. an adjustment brings the balances to zero or the jurisdiction took a direct payment
2. jurisdiction removes the collection flag on their system which would remove from Jurisdictions' revision file

OR

02

If the taxpayer has an **existing account** in our TACS collections system and **is not** in the Jurisdictions' revision file

- we **remove the balances in our TACS system**

System with a Collection Flag



Removing a file from TACS

Communicates to TACS you are pulling an account because we will see a zero balance in your revision file



Resending the file to TACS

Place the flag back on the account. This will place the current balances back in your revision file



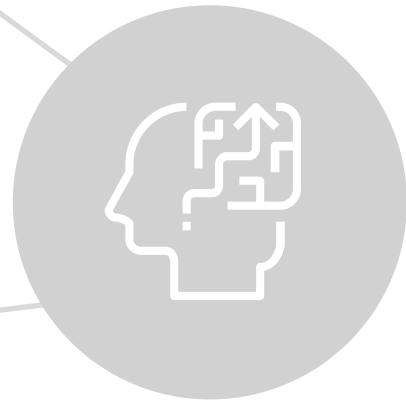
Remember to send a revision file so we can adjust the accounts balances, if we do not get a revision file, we will not know you are trying to refer it back

Systems without a Collection Flag Ability

To cancel an account

Contact TACS

To have the account cancelled
Email Super@TAXVA.com



If the account is cancelled

TACS will bypass this account and not update any balances even if it is still in your revision file



To reactivate an account

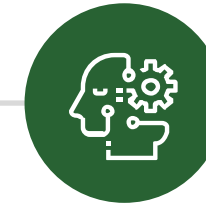
Contact TACS

To have the account reactivated
email Super@TAXVA.com



This will activate the account

But will not reflect any payments or adjustments you made while the account was in a cancelled status



A new revision file is needed to update balances on TACS side

Without a revision file, TACS will have incorrect balances



TACS Adjustment Guidelines Posted Payments

We find an account that matches Ref1 in the Jurisdictions' Revision file and the TACS file and a payment has been posted on the TACS side

Is the TACS prior payment date less than 21 days of the revision file date?



Yes, less than 21 days

TACS **does not adjust** to Jurisdictions' balance



This is because we hold payments for 14 days and then send remittance to you for posting in your system.



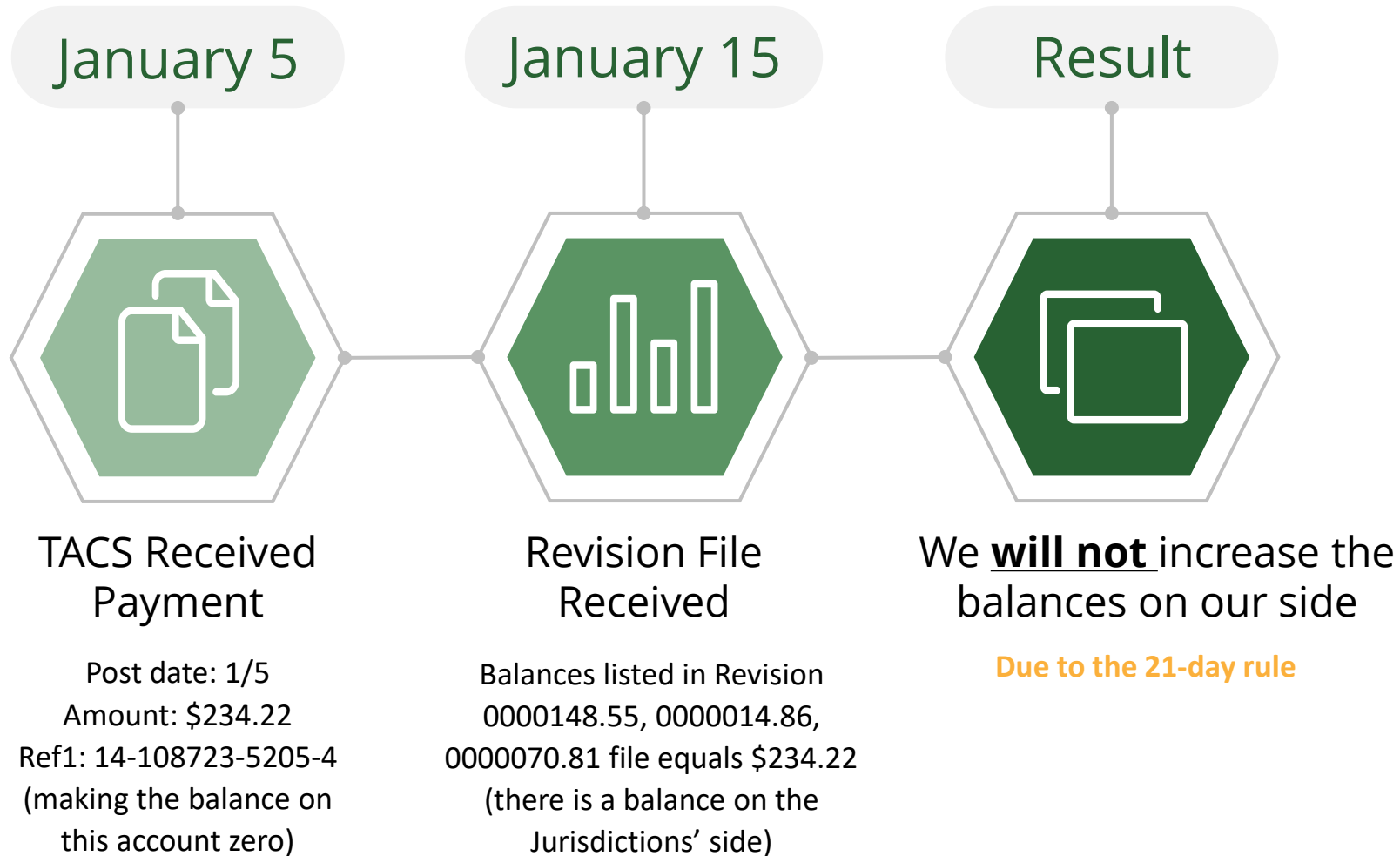
No, more than 21 days

TACS **adjusts** to the Jurisdictions' balances



Post remittance payments to Jurisdiction ASAP; if the Jurisdiction does not post payments timely, this will increase TACS system balances

Payment Posting Example



tacs

**TAXING AUTHORITY
CONSULTING SERVICES, P.C.**

Questions?

Contact Information

Files@taxva.com

**Gary Sabean,
Operations Manager**

703-791-9958

gsabean@taxva.com

**Todd Flax,
IT Manager**

804.893.5177

tflax@taxva.com