



INFORMATION AT A GLANCE

Identification Numbers - Effective with this first phase, taxpayers will see some changes in the way we do business. The type of identification number used by the Department has changed. Currently, this change only affects the taxes listed above. In the past, West Virginia identification numbers have consisted of either nine digit Federal Employer Identification numbers or Social Security numbers, with a three digit suffix (001, 002 etc.) referred to as an adjustment or location code. This identification number was used to reference a business or individual. To protect taxpayer confidential identification numbers, an account number has been assigned to each tax type that the taxpayer is responsible for filing. This new WV tax account number consists of eight digits, is specific to each individual tax type (account) and will be referenced on all documentation pertaining to the corresponding tax issued from the Department. Taxpayers should continue to use the tax returns they currently have with the identification number previously assigned until the Department provides tax returns with the new identification numbers. Returns that are filed using the old identification numbers will be processed and credited to accounts correctly. The eight digit tax specific account numbers will be included the first time taxpayers receive a letter, notification, or tax return from the Department.

Statements of Account - Taxpayers will now see a monthly Statement of Account (SOFA) for periods that have not been timely filed and/or paid. This document provides a consolidated notice informing the taxpayer of all periods in debt including those previously billed from our older computer systems but not yet collected. For each period the SOFA will show the tax due, interest, penalty, additions to tax and any credits. In cases of non-filed tax returns, it will show estimated tax due. It will also show stages of collection, such as assessment, notice of proposed tax lien, lien and distress warrant. Taxpayers will receive a separate SOFA for each tax account (tax type) included in the new system. However, for tax types not included in the first phase, taxpayers will continue to receive billings and delinquency notices for non-filed returns as they have in the past

Recomp Notices - A Recomputation Notice will be sent to taxpayers who have filed returns that require changes as a result of calculation errors, disallowance of a credit, failure to attach necessary information, etc. This notice will provide the taxpayer with an explanation of changes made to the return. If a taxpayer fails to provide requested information or pay the amount indicated on the notice, a Notice of Assessment (NOFA) will be issued. This notice allows 60 days for the taxpayer to comply or protest the assessment prior to a notice of tax lien being filed and a collection case being created. It is very important that taxpayers complete their tax returns accurately to avoid errors that could create additional liability.

Payment Vouchers – All documents requesting payment will have a payment voucher on the bottom of each notice that can be cut off for easy remittance.

Business Registration Certificates - Taxpayers who have recently applied for a new Business Registration Certificate may experience a delay in receiving their certificate. A copy of the Business Registration Application will serve as a temporary authorization to conduct business until such time as the actual certificate is received.

Change in the appearance of the Business Registration Certificate - The certificate will now be a full page document (8 1/2 inches x 11 inches). Upon receipt of the Business Registration Certificate, the taxpayer should post the document in a conspicuous position in the place where business is being conducted.

Phases of Implementation - There will be a total of five phases. Phase 1 – Effective January 16, 2007, includes Business Registration Tax (registration for collection agencies, employment agencies, transient vendors, drug paraphernalia, and sparklers and novelties); Consumers Sales and Service Tax (includes economic opportunity district excise tax, local excise tax on purchases of liquor and wine and direct pay permits); Use Tax; and Employer Withholding Tax.

Phase 2 with a projected completion date of December 2007, will include Personal Income Tax; Corporate Net Income Tax; Business Franchise Tax; Cemetery Registration and Corporation License Tax.

Phase 3 with a projected completion date of May 2008, will include Discovery and Taxpayer Access Point (which will allow taxpayers to monitor their own tax accounts on-line).

Phase 4 with a projected completion date of December 2008, will include Severance Taxes; Solid Waste; Telecommunications Tax; Business and Occupation Tax; and Healthcare Provider Tax.

Phase 5 with a projected completion date of August 2009, will include Motor Fuel Excise Tax; Motor Carrier Road Tax, Non-intoxicating Beer Barrel Tax; Soft Drink Tax; Tobacco Products Tax; Wine Liter Tax; Charity Bingo; and Charity Raffle Licenses.