



Virginia Excise Tax System

VAETS

Introduction to VAETS

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What's New?



- Create Primary Account (Add/Remove Users)
- Apply for License
- Upload File in Real Time
- File your return, see your liability and pay

All in VAETS



This training is designed to transition you to the new Virginia Excise Tax System.

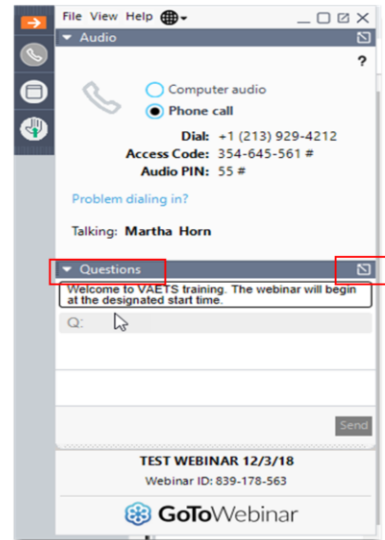
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Administrative Notes

- All callers will be on Mute
- To ask a question during the presentation, please use the Question function
- You can undock the question screen by clicking the button in the top right



Before we get started, there are a few items I would like to cover.

- All callers will be on Mute
- To ask a question during the presentation, please use the Question function
- You can undock the question screen by clicking the button in the top right of the questions bar.
- However, the question box will display in the middle of your page.
- If you are using 2 monitors, you can move the question box, as well as the control panel, to your other monitor



- If we are unable to answer all questions during the presentation, we will send an email to all participants with the questions and the answers as soon as possible after the presentation
- A copy of the presentation will be posted to the DMV transition website:
<https://www.dmv.Virginia/commercial/#taxact/vaets.new.asp>

If we are unable to answer all questions during the presentation, we will send an email to all participants with the questions and the answers as soon as possible after the presentation.

A copy of the presentation will be posted to the DMV transition website (https://www.dmv.virginia.gov/commercial/#taxact/vaets_new.asp) after all of the training classes have been completed.



Recommended Browsers

- Google Chrome
- Internet Explorer (See the Make VAETS a Trusted Site in IE in Help)

Recommended browsers for running VAETS are Google Chrome and Internet Explorer.

If you decide to use Internet Explorer, you will need to make it a trusted site.

Instructions on how to do this are in the Help section of VAETS which we will be covering shortly.



VAETS Training Agenda

- **Initial Log in to VAETS**
- **Add/Remove User**
- **Navigation/Dashboard/Alerts**
- **Request a License**
- **Create a Return**
 - EDI ASCII and X12
 - Submitting your Return
 - Web Entry of Returns
 - Amendments
- **Viewing Returns**
 - Viewing Submitted Returns
- **Financial**
 - View Liabilities
 - Make a Payment
 - Payment History

The agenda for this training session will cover:

New Role in VAETS – Primary Contact

- The Primary Contact is the only one who can access the system on December 17th.
- The first account record listed in the legacy data with an 'active' status associated to it will be considered the Primary Contact in VAETS.
- If a Primary Contact needs to be changed, DMV must be contacted to make the change by emailing DMV Support at: VAETS_Support@dmv.virginia.gov
- This change request must be requested by the Primary Contact.
- If the Legacy User is the Primary Contact, they will see the Primary Contact dashboard with the 'Maintenance' functionality in the left navigation menu.

Primary Contact Role

- The main account holder who is the primary point of contact.
- Only the Primary Contact will have the ability to Add/Remove additional Users for the company.
- A User can be a Primary Contact on multiple company accounts.
- There can only be one Primary Contact **for an Account**.

Other User Role

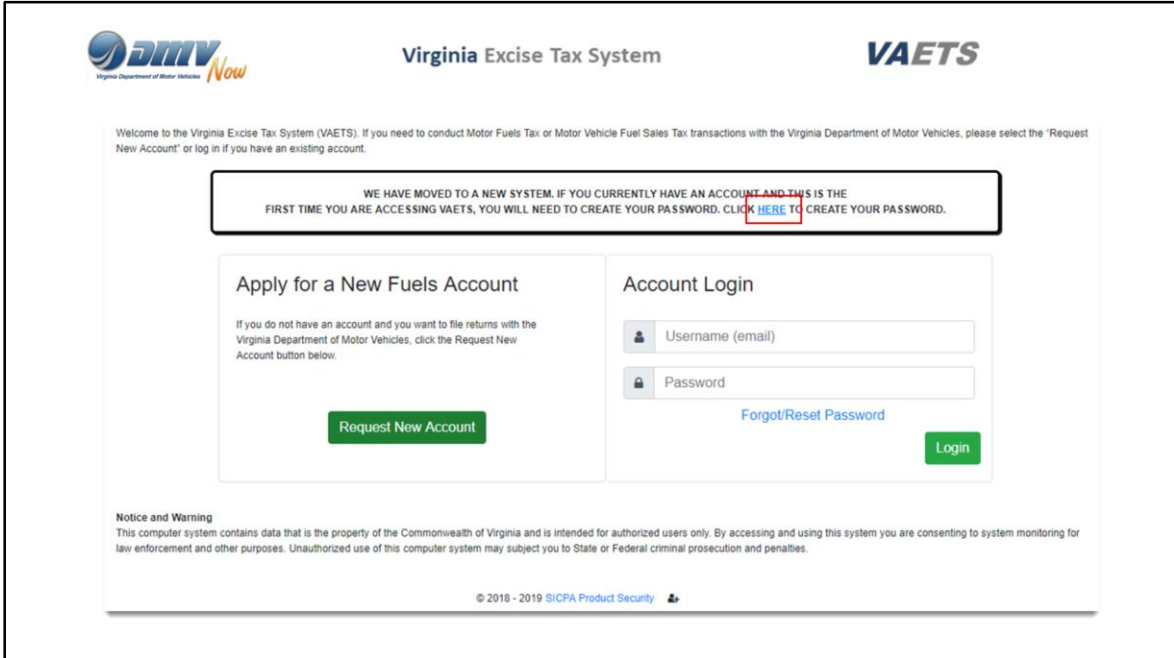
- Users who are not the Primary Contact are considered Other Users in VAETS.
- Other Users do not have the ability to Add/Remove Users.



Virginia Excise Tax System

VAETS

Initial Login Process



On December 17th the Primary Contact will click on the URL that DMV forwarded to them to access VAETS.

The URL is also posted to the transition site.

Remember, December 17th is the first day the Primary Contact can access VAETS to complete the set up of their account.

This is the screen that will be displayed.

All existing users will click on the HERE button in blue to create your new password.

The screenshot shows the 'Create Password' form within the Virginia Excise Tax System (VAETS). The form is titled 'Create Password' and includes a header with the DMV logo and the text 'Virginia Department of Motor Vehicles Now'. The main heading is 'Virginia Excise Tax System' and the VAETS logo is in the top right corner. The form contains the following elements:

- A red asterisk and the text '* Required Fields.' followed by the instruction: 'In order to create your VAETS password, you must enter the following information:'
- Four input fields, each with a red asterisk and a label:
 - 'Current Username:*' with a text box containing 'Current Username'
 - 'Tax Identification Number (TIN):*' with a text box containing 'Tax Identification Number (TIN)'
 - 'Email Address:*' with a text box containing 'Email Address'
 - 'Confirm Email Address:*' with a text box containing 'Confirm Email Address'
- A blue 'Previous' button on the bottom left.
- A green 'Continue' button on the bottom right, which is highlighted with a red border.
- Copyright text at the bottom: '© 2018 - 2019 SICPA Product Security'

Enter your Current User name (from the old system) and your company's Tax Identification Number.

Next, enter your Email Address and then repeat it to confirm.

When all data has been entered, click on Continue.



Create Password

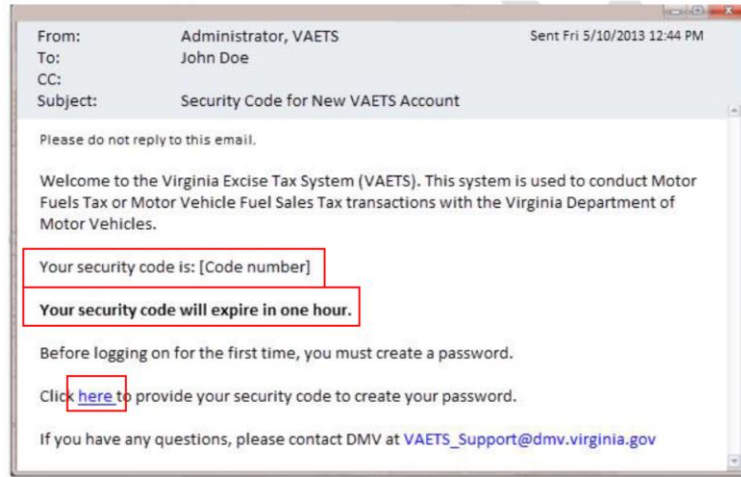
Your request has been successfully submitted. Look for an email from "Administrator, VAETS with a link to create your password.

Click [here](#) to return to login screen.

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After clicking Continue, this message will be displayed.

Access your email for the email with the link to create your password.



This is a sample of the email you will receive. Depending on your email settings it is possible for the email to be directed to SPAM. If you do not receive the email within a few minutes, check your SPAM folder.

The security code will be reflected in the email.

The security code is only valid for 1 hour.

Click on the blue, underlined word here to access the security code screen.

Validate Security Code

Enter the Security Code emailed to you and click Continue to create your VAETS password.

Security Code:

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Enter the code that was shown in your email and click on Continue when done.

DMV Now
Virginia Department of Motor Vehicles

Virginia Excise Tax System

VAETS

New Account Request

Please complete the information below.

Contact's Email Address: HenryDoe@test.com

Required Fields

Account Password

Your password must contain at least 12 characters. It must contain a mixture of all of the following character classes:

- Upper case letters: A - Z
- Lower case letters: a - z
- Numeric: 0 - 9
- Special Characters: !@#%&*

Password*
 Confirm Password*

Security Questions and Answers

Select Security Questions and Answers below.

Security Question 1*

Answer 1*

Security Question 2*

Answer 2*

Security Question 3*

Answer 3*

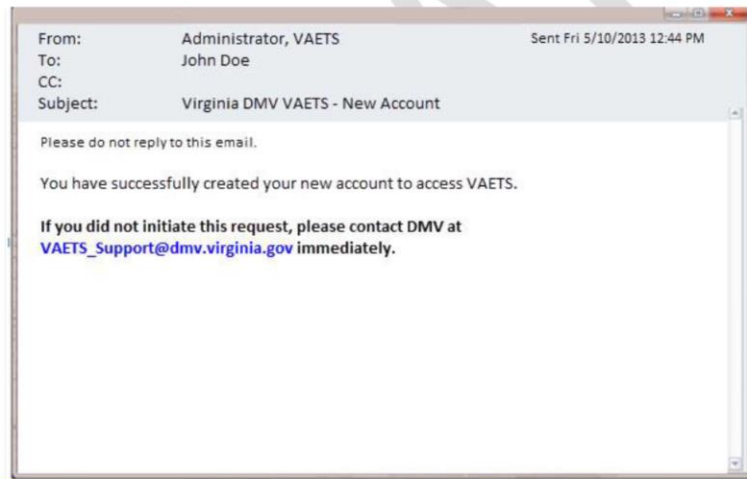
Now you will need to create a password for accessing VAETS.

Please be sure and follow the instructions for creating your password. I have enlarged the instructions for easier viewing.

After entering and confirming your password, you will need to select and answer 3 security questions.

These questions will be used if you need to request a new password or wish to change your password.

When all data has been entered, click on Submit.

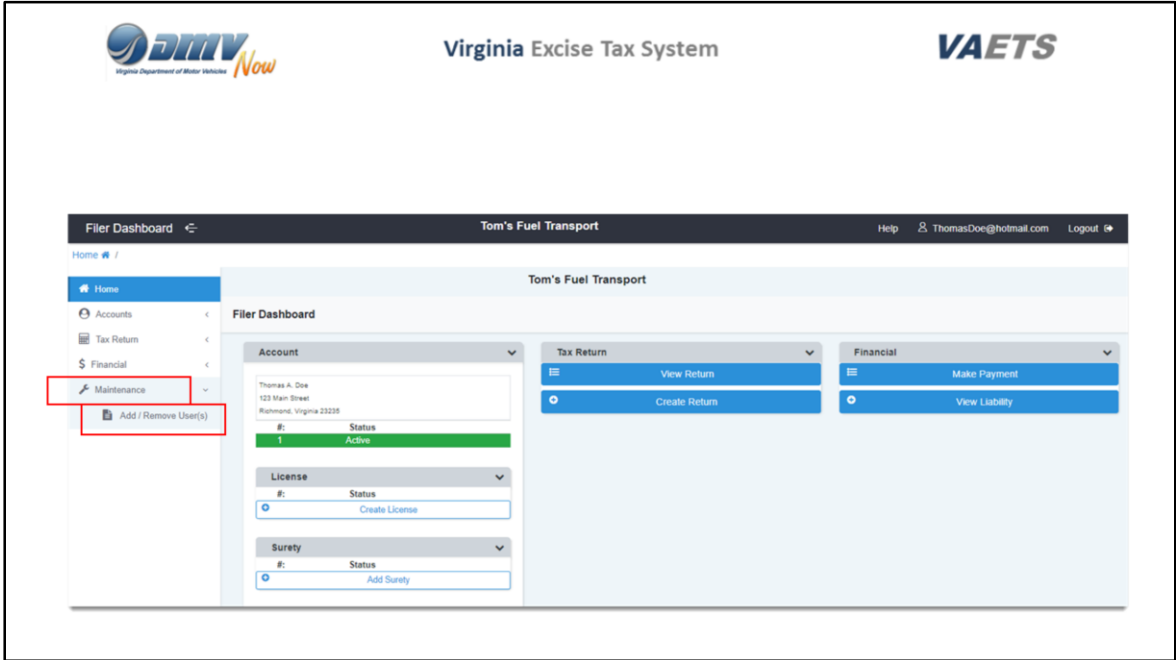


Another email will be issued advising that you have successfully created your new account to access VAETS.



Add/Remove User

Now I am going to show you how the Primary Contact Adds or Removes a User.



There may be instances where you need to add a user to your account.

The only person that can add, or remove a user, is the Primary Contact.

From the dashboard, the Primary Contact will see a Maintenance button.

Only the Primary Contact will see this Maintenance button.

When clicked, it will show the option to Add/Remove a User.

Click the button and the following screen will display.

Add / Remove User(s)

As the Primary Contact, you can identify Users to be added to the business account. These Users will be granted access to perform VAETS transactions on the company's behalf.
Click the "Add New User" button to identify additional Users.

Add New User

First Name

Last Name

Email

No data found

Showing 0 to 0 of 0 entries

As you can see, there currently is not an additional user on this account.

To add a new user, click the Add New User button.

Add/Edit User Information

* Required Fields.

First Name.*

Last Name.*

Email Address.*

Confirm Email Address.*

Add User(s) Confirmation

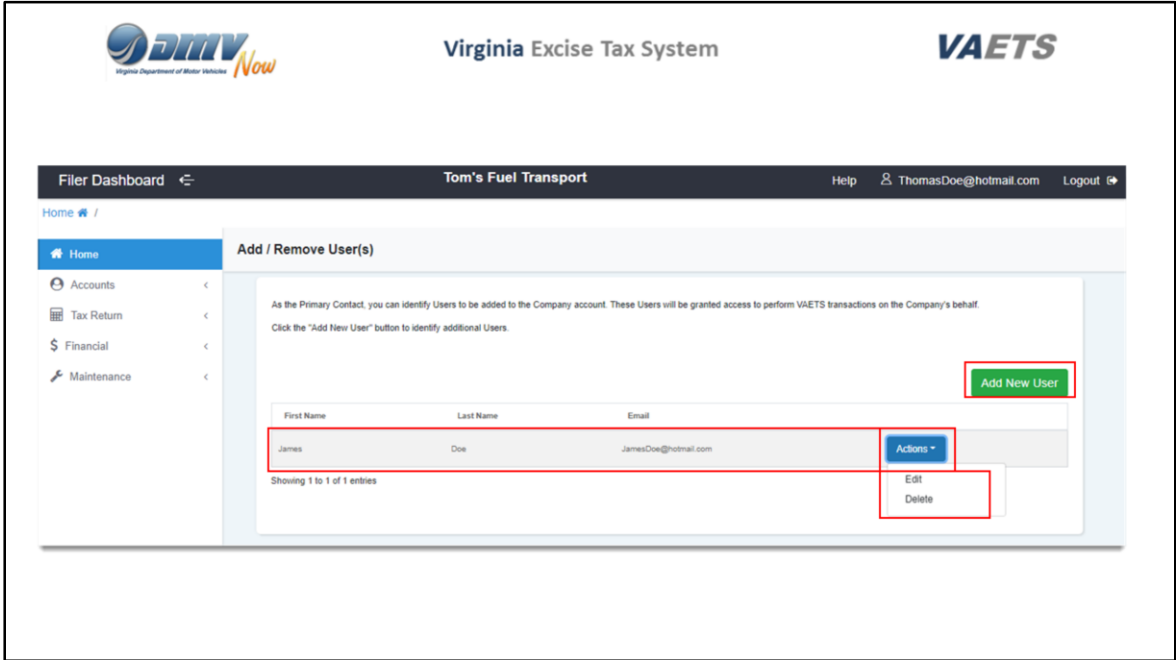
Your request has been successfully submitted. Further instructions for User Account creation will be emailed to the user(s).

This is where the Primary Contact will enter the name and email address of the person they wish to add as a user to their account.

Once all data has been entered, click on Save.

A pop up message will display advising that your request has been successfully submitted.

Click on Ok to close the message.



VAETS is now showing that James Doe has been added as a user to this account.

Notice that there is a blue Action button at the end of the row.

Click the button and the options are to Edit the user information or Delete it.

If you wish to add an additional person to the account, just click the Add New User button and repeat the process.



From "Administrator, VAETS" <admin@vaets.com>
Subject Security Code for New VAETS Account
To "JamesDoe@hotmail.com" <JamesDoe@hotmail.com>

Show headers *

HTML Plain text Source

Please do not reply to this email.

Welcome to the Virginia Excise Tax System (VAETS). This system is used to conduct Motor Fuels Tax or Motor Vehicle Fuel Sales Tax transactions with the Virginia Department of Motor Vehicles.

Your security code is: **E4B003**

Your security code will expire in one hour.

Before logging in for the first time, you must create a password.

Click [here](#) to provide your security code to create your password.

If you have any questions, please contact DMV at VAETS_Support@dmv.virginia.gov.

The person you added as a user will receive this email with their security code.

Please let the additional user know that depending on their email settings it is possible for the email to be directed to SPAM. If they do not receive the email within a few minutes, have them check their SPAM folder.

Reminder that the security code will expire in 1 hour.

They will click on the here word in the email to access the security code screen.



Validate Security Code

Enter the Security Code emailed to you and click Continue to create your VAETS password.

Security Code:

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This is the same security code screen that you were required to complete.

The additional user will enter their security code and click on Continue.

New Account Request

Please complete the information below.

Contact's Email Address:

Required Fields

Account Password

Your password must contain at least 12 characters. It must contain a mixture of all of the following character classes:

Password:

Confirm Password:

- Upper case letters: A - Z
- Lower case letters: a - z
- Numeric: 0 - 9
- Special Characters: !@#\$%^&*

Security Questions and Answers

Select Security Questions and Answers below.

Security Question 1:

Answer 1:

Security Question 2:

Answer 2:

Security Question 3:

Answer 3:

- Upper case letters: A - Z
- Lower case letters: a - z
- Numeric: 0 - 9
- Special Characters: !@#\$%^&*

The additional user will also need to create their password to access this account and complete the security questions and answers.

When all data has been completed, click on Submit.



New User Account Access

You have successfully created your password. An email has been sent to the email address on record. To continue using VAETS, please use your email address as your Username and your new password to [log in](#).

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The new user will receive an email advising that they have successfully created their password.

To log into VAETS, the new user just clicks on the blue, underlined word log in.



Welcome to the Virginia Excise Tax System (VAETS). If you need to conduct Motor Fuels Tax or Motor Vehicle Fuel Sales Tax transactions with the Virginia Department of Motor Vehicles, please select the 'Request New Account' or log in if you have an existing account.

WE HAVE MOVED TO A NEW SYSTEM. IF YOU CURRENTLY HAVE AN ACCOUNT AND THIS IS THE FIRST TIME YOU ARE ACCESSING VAETS, YOU WILL NEED TO CREATE YOUR PASSWORD. CLICK [HERE](#) TO CREATE YOUR PASSWORD.

Apply for a New Fuels Account

If you do not have an account and you want to file returns with the Virginia Department of Motor Vehicles, click the Request New Account button below.

[Request New Account](#)

Account Login

[Forgot/Reset Password](#)

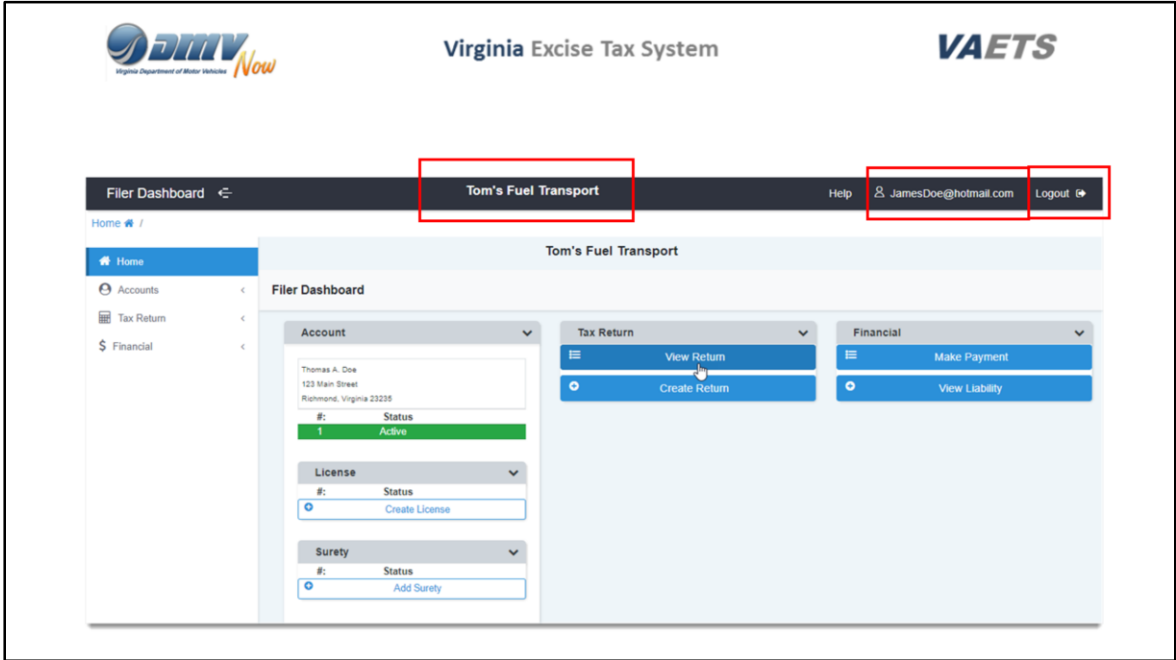
[Login](#)

Notice and Warning

This computer system contains data that is the property of the Commonwealth of Virginia and is intended for authorized users only. By accessing and using this system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of this computer system may subject you to State or Federal criminal prosecution and penalties.

After clicking on the login link, the user will complete the Account Login section and click on the green Login button.

Their user name will be the email address you entered when you added them to VAETS and their password will be the one they just created,



The User will see the name of the account they logged into in the black menu bar at the top of the screen. This same black menu bar will show that they are logged into this account.

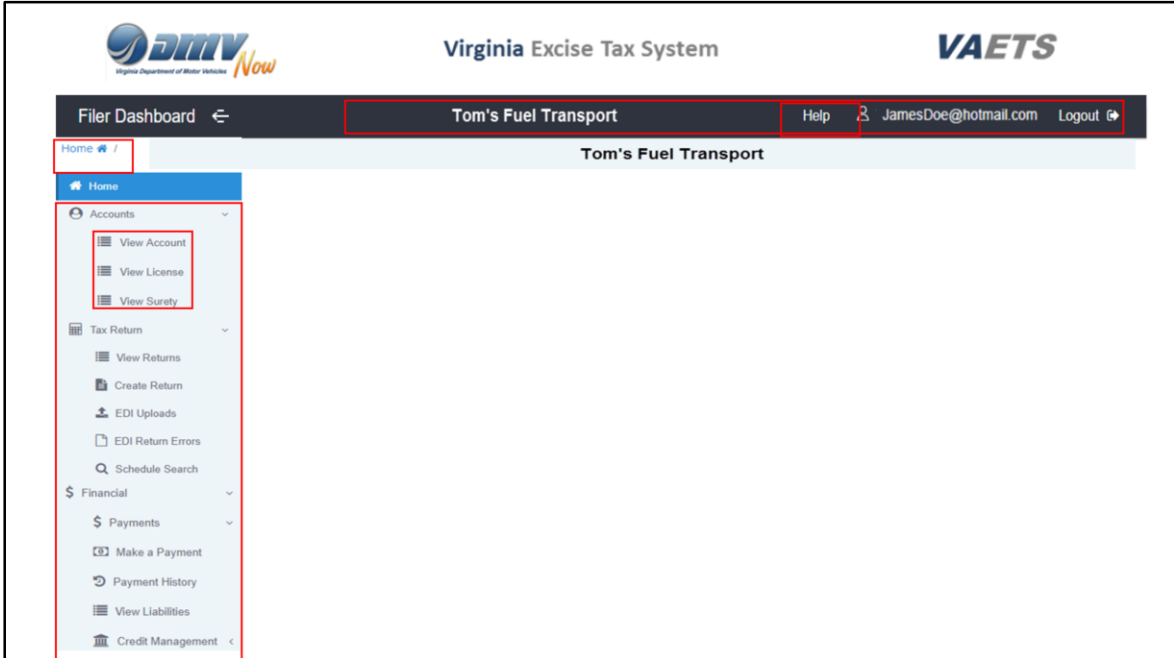
If they wish to logout, just click the Logout button.

The user has access to the dashboards and can request a license, submit a return, make a payment – all of the same options that the Primary Contact has.



Navigation/Dashboard/Alerts

In this section I will review how to navigate within VAETS, the Dashboards and describe the Alerts.



As we just saw in the Adding a User section, the top black menu bar will display the name of the account, the user's name and the logout button.

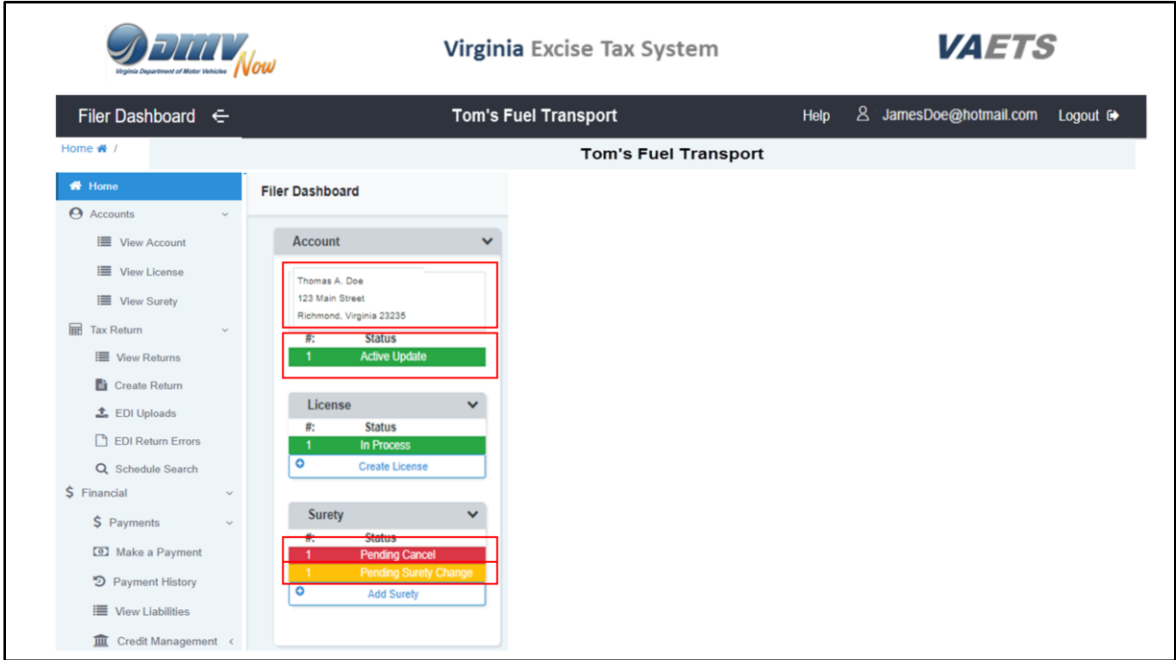
There is also a Help button which contains all of the user guides for VAETS.

Just click on Help and a menu will display with all of the topics available.

Under the black menu bar you will see a Home button. You can click on this button from any screen in VAETS and it will return you to this Home page.

The left side of the screen displays all of the functions available under the various headers.

Accounts lets you view an account, view your licenses and view the surety's on the account.



The Dashboards follow the same order as the left navigation.

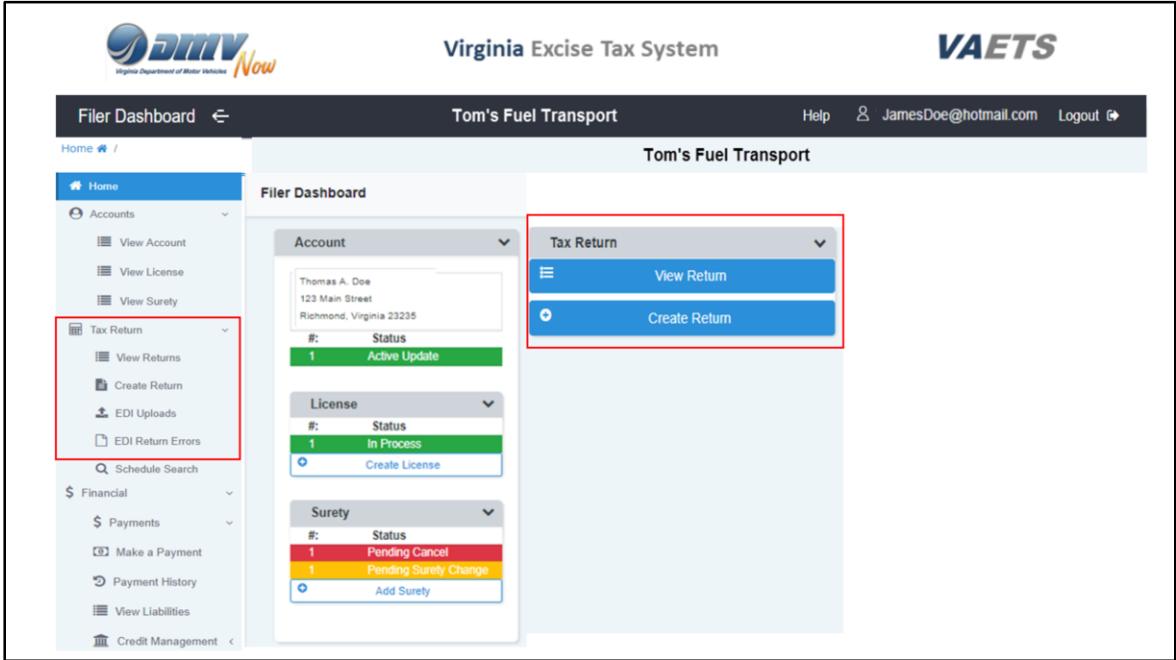
The Account Dashboard displays the name and address of the account. Account, License and Surety will display various statuses and alerts.

This is the description of the Alerts.

Green Alerts are informational.

Red Alerts need immediate attention from you .

Yellow Alerts are items that need attention, but are not as urgent as the red alerts.

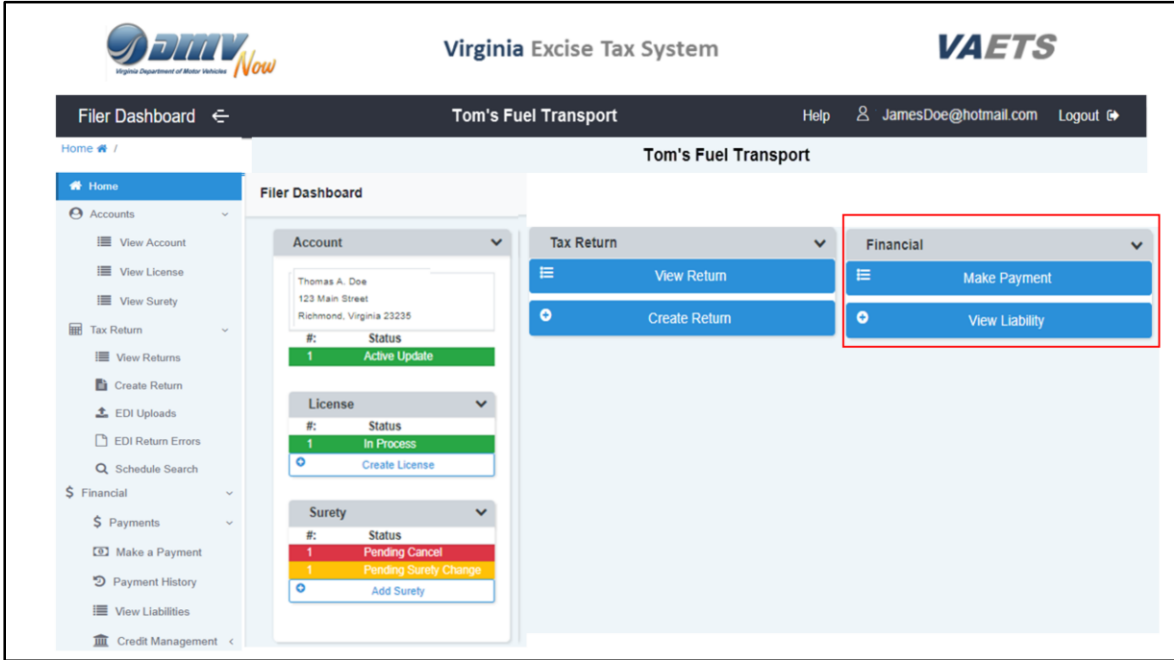


In the Tax Return section of the left navigation menu you can view your returns, create a return, and submit an EDI upload (in ASCII or X12).

The Tax Return dashboard allows you to view returns and create web entry returns.

With VAETS your returns are processed in real time.

No more waiting to view your return!



In the Financial section you can Make a Payment, view your Payment History, and view your Liabilities.

Again, this is all real time and is processed in VAETS.

There will no longer be a need to access a separate system to make a payment.

Filer Dashboard

Account

Thomas A. Doe
123 Main Street
Richmond, Virginia 23235

#:	Status
1	Active Update

License

#:	Status
1	In Process

Create License

Surety

#:	Status
1	Pending Cancel
1	Pending Surety Change

Add Surety

Looking at the example on the screen, under Account and License there are green alerts.

As stated previously, these are informational only.

If you wish to view the alert, click on the number to the left of the word Active Update or In Process.

View Account

[Previous](#)

Name	TIN	Correspondence	Effective Date	End Date	Account Status	Account Status Date	Actions
Thomas A. Doe	****2141	No	11/29/2018		Active	11/29/2018	View Detail Edit Detail View Application View Licenses

This is the screen that will be displayed after clicking on the number in the green alert under Accounts.

To view the actual alert, click on View Detail.

Before we move to the alert screen, I want to point out the Previous button.

Any screen that displays the Previous button allows you to go back to the previous page you were on.

View Account Detail

Previous

Account Name	DBA Name	TIN Type	TIN
Thomas A. Doe	Tom's Fuel Transport	SSN	*****2141

1 - 1 of 1 items

Address Type	Address	City	State	Postal Code	County	Country
Physical	123 Main Street	Richmond	Virginia	23235	Richmond, City Of	USA
Mailing	123 Main Street	Richmond	Virginia	23235	N/A	USA

1 - 2 of 2 items

Contact Type	Contact Name	Contact Phone	Contact Email	Status	Effective Date	End Date
Primary Contact	Thomas A. Doe	(555) 555-5555	thomasdoe@hotmail.com	Active	11/29/2018	
Other Contact	James Doe		JamesDoe@hotmail.com	Active	11/29/2018	

1 - 2 of 2 items

The View Account Detail screen will display and if you remember, we added a new user to this account – James Doe.

This green alert is letting you know that James has been added to the account as an Other Contact.

For Red and Yellow Alerts, you would follow the same process except you would click on Edit Detail to make any changes/updates that are required.



Requesting an Additional License

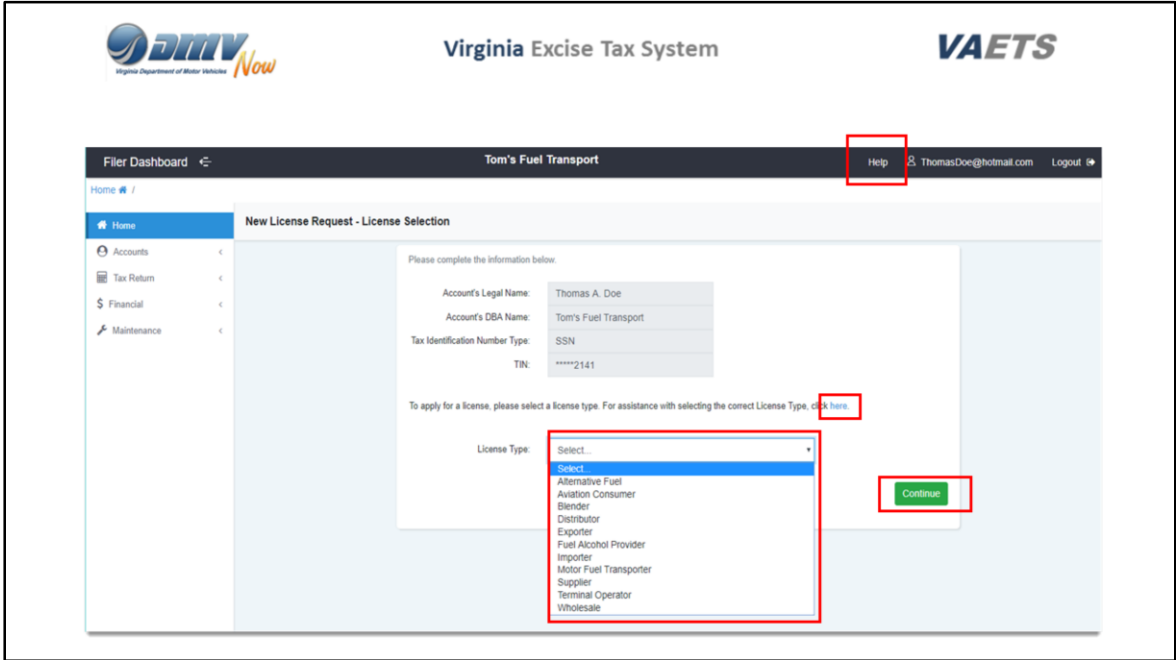
I am briefly going to touch on how to request a license.

The screenshot shows the VAETS Filer Dashboard for 'Tom's Fuel Transport'. The user is logged in as JamesDoe@hotmail.com. The dashboard is divided into several sections:

- Account:** Thomas A. Doe, 123 Main Street, Richmond, Virginia 23235. License #1 is Active.
- License:** A 'Create License' button is highlighted with a red box.
- Surety:** An 'Add Surety' button is visible.
- Tax Return:** 'View Return' and 'Create Return' buttons.
- Financial:** 'Make Payment' and 'View Liability' buttons.

Should you ever need to request a new license, the process is very easy.

From the dashboard just click on Create License.



This is the New License Request screen. If you need assistance in deciding which license you need, you can click on the word here highlighted in blue.

A PDF document will display a listing of all of the license types along with their corresponding description.

In the License Type box, just click on the drop-down arrow and all of the License Types will be displayed.

Select the license and click on Continue.

Complete the various screens and your license request will be submitted to DMV for review and approval.

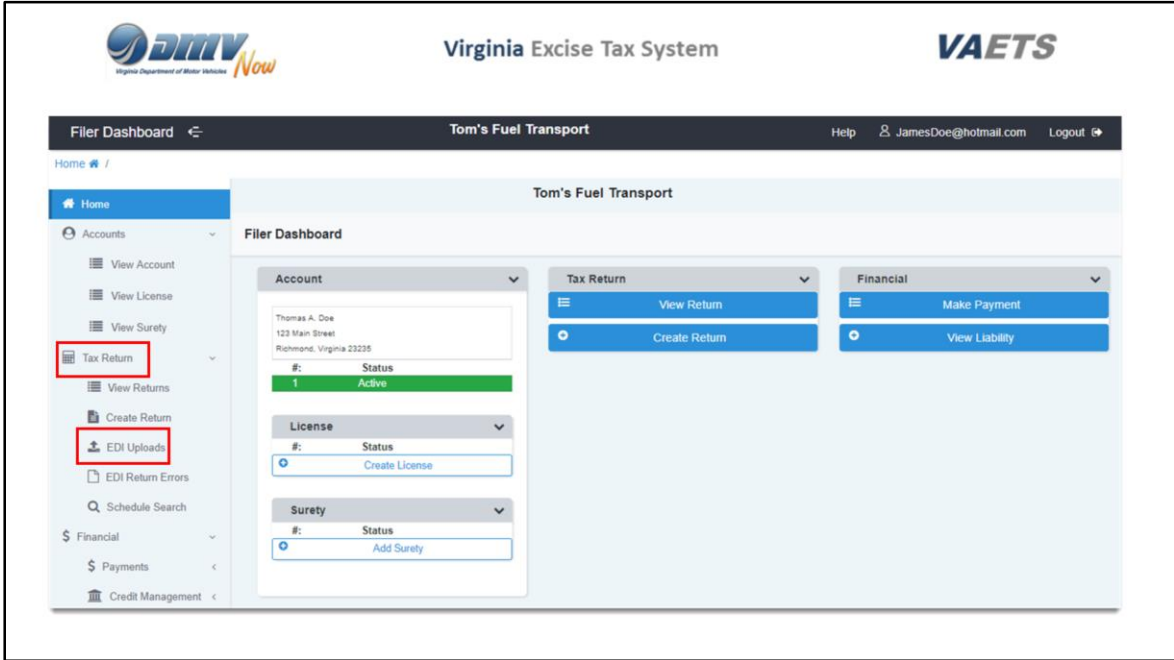
There is a user guide in the online help that will walk you through the process.



Virginia Excise Tax System

VAETS

EDI Uploads



The EDI upload process is very easy in VAETS.

From the left navigation menu, click on Tax Return and then select EDI Upload.

Filer Dashboard ← Tom's Fuel Transport Help ThomasDoe@hotmail.com Logout +

Home # /

- Home
- Accounts
- Tax Return
- Financial
- Maintenance

EDI Upload Management

TIN: *****2141

Company Name: Thomas A. Doe

[Upload EDI File](#)

File Name	File Type	Date Uploaded	Status
No data found			

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

Include archived Include discarded

This is the EDI Upload Management screen.

Click the Upload EDI File button

Upload EDI Return

TIN:*	*****2141	
Company Name:*	Thomas A. Doe	
File:*	November 2018	Select File
<input type="button" value="Cancel"/>		<input type="button" value="Submit"/>

The Upload EDI Return screen is where you will select your file to upload.

Select the file from your computer and then click Submit.

Filer Dashboard ← Tom's Fuel Transport Help ThomasDoe@hotmail.com Logout

Home ⌵ /

Home | EDI Upload Management

- Accounts <
- Tax Return <
- Financial <
- Maintenance <

TRI* *****2141
Company Name* Thomas A. Doe

[Upload EDI File](#)

File Name	File Type	Date Uploaded	Status	
Paster BL 11.30.18.txt	ASCII	12/03/2018 07:36:01	Queued	View Details

Showing 1 to 1 of 1 entries

Previous 1 Next

Include archived Include discarded

This is the screen that will be displayed,.

Click on View details.

View Batch Details

Batch Information

File Name: Pester BL 12.12.18.txt File Type: ASCII
Status: Level 1 Uploaded Date: 12/12/2018 11:14:54

Export Errors **Discard** **View Batches**

Batch Errors - 3 **Returns Validated - 0** **Return Errors - 1** **Total Returns - 1**

Returns:

Tax Type	Filing Period	Status	Has Errors	Has Valid Lines
BL	2018/11	Level 1	Yes	No

Showing 1 to 1 of 1 entries Previous **1** Next

If there are any errors on your file, you will see the numbers listed here beside the headers.

Click on the Export Errors button to generate the error report in XML format.

You can download and save the file and give to your IT department if applicable.

Access your ASCII or X12 file, make the corrections, discard the old file and resubmit.

To discard the old file, just click on the Discard button



VAETS Tax Return

Virginia Department of Motor Vehicles

Name:	Pester Marketing	TIN:	*****5115	License:	VA00011907
Return Period:	October - 2018	Tax Type:	Blender	Return Type:	Original
Sequence:	1	Status:	In Process	Submission Date:	
Tracking Number:	VAT50001015				

[View Schedules](#) ?

[Previous](#) [Preview Return](#) [Submit](#)

After resubmitting your file, this screen will display.

To complete the upload process, click on Submit.

Confirm Tax Return Submission

Are you sure you want to Submit?

A popup box will appear asking if you are sure you want to Submit.

Click on Confirm to submit the file.

Submitted Face Copy

Close

BL_BL-V1 1 / 1

Department of Motor Vehicles

VIRGINIA FUELS TAX BLENDER REPORT

Name: Pester Marketing Return Type: Original FEIN/SSN: 420835115
 Period: October 2018 Return Seq: 1 Access Mode: View
 Tax Type: BL Return Status: Submitted Submission Date: 11/27/2018

Row #	Row Description	Sch. Code	Gasoline/Gasohol	Undyed Diesel	Dyed Diesel
SECTION 1 - GALLONAGE INFORMATION BY COLUMN					
1	Fuel Alcohol & Other Products/Kerosene & Other Products by product group	2B	428	0	
2	Fuel Alcohol & Other Products/Kerosene & Other Products by product group	DP01	0	0	0
SECTION 2 - TAX CALCULATION BY COLUMN					
3	Total gallons subject to tax by product group (Sum Lines 1 and 2)		428	0	0
4	Tax Rate		\$0.1620	\$0.2020	
5	Tax due by product group (Line 3 times applicable rate on Line 4)		\$69.34	\$0.00	
6	Tax Adjustment by Product Group (a minus (-) figure reduces your liability)	TA01	\$0.00	\$0.00	
7	Net tax due by product group (Sum of Lines 5 and 6)		\$69.34	\$0.00	
SECTION 3 - TANK FEE CALCULATION BY COLUMN					
8	Tank fee rate		\$0.0060	\$0.0060	\$0.0060
9	Tank fee due by product group (Line 3 times Line 8)		\$2.57	\$0.00	\$0.00
10	Tank Fee Adjustment by Product Group (a minus (-) figure reduces your liability)	TFA1	\$0.00	\$0.00	\$0.00
11	Net tank fee due by product group (Sum of Lines 9 and 10)		\$2.57	\$0.00	\$0.00
SECTION 4 - AMOUNT DUE CALCULATION BY COLUMN					
12	Total amount due by product group (Sum Lines 7 and 11)		\$71.91	\$0.00	\$0.00
SECTION 5 - TOTAL AMOUNT DUE					
13	Total amount due (Sum Line 12)			\$71.91	

The Face Copy of the return will display automatically.

After reviewing, click on Close.



Thank you for filing the returns.

Close

Another popup screen will display thanking you for filing the return.

Click on close to return to the dashboard.



- Just like in the current Fuel Tracking system, TIA values are not included in the EDI files.
- In VAETS, these values are manually entered into what are called TIA schedules via Web Entry and not entered into a cell on the return like in Fuel Tracking.
- Whether filing via EDI or web data entry, the process to complete a return with TIA values requires manually creating and entering the corresponding TIA schedule(s) prior to completing the submission of a return.

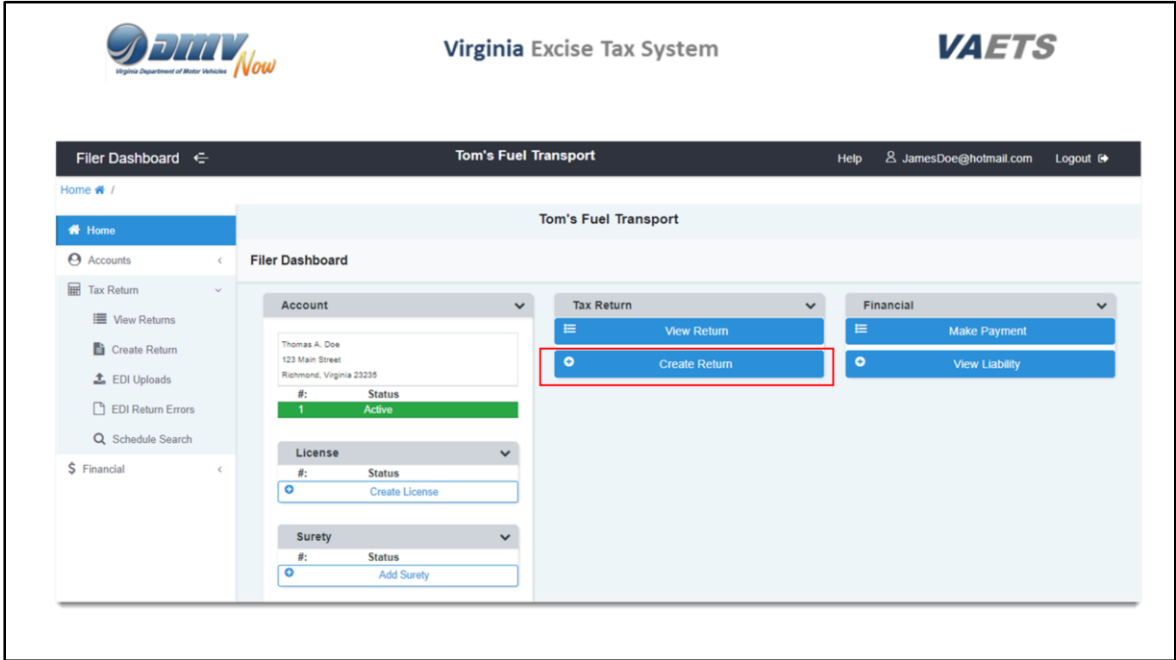
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- In VAETS, these values are manually entered into what are called TIA schedules via Web Entry and not entered into a cell on the return like in Fuel Tracking.
- Whether filing via EDI or web data entry, the process to complete a return with TIA values requires manually creating and entering the corresponding TIA schedule(s) prior to completing the submission of a return.
- The next section will show you how to access these schedules.



Web Entry of Return

For those of you who do not use the EDI function to submit your returns, this section will provide you with an overview of how to submit returns via Web Entry.

In addition, this is the process you will follow to enter TIA entries.



In VAETS you will complete the actual schedules online which will then roll up into the return.

Click on Create Return in the Tax Return dashboard.

VAETS Tax Return

* Required Fields.
Please complete the information below.

License*

Cancel

Select...
Aviation Consumer - AC - VA00011518
Terminal Operator - TO - VA00011546
Terminal Operator - TO - VA00011636
Wholesale - WH - VA00011583
Blender - BL - VA00011536
Fuel Alcohol Provider - PA - VA00011572
Motor Fuel Transporter - TR - VA00011553

Continue

Click the drop down arrow in the License box and select the return you wish to process.

Next, click on Continue.

The screenshot shows the VAETS Tax Return interface. At the top left is the DMV logo with the text "Virginia Department of Motor Vehicles Now". At the top center is "Virginia Excise Tax System" and at the top right is "VAETS". Below this is a header "VAETS Tax Return". The main form area contains a "Required Fields" section with the instruction "Please complete the information below:". There are two fields: "License*" with the value "Blender - BL - VA00013095" and "Return Period*" with a dropdown menu. The dropdown menu is open, showing a list of months from 07/2017 to 11/2018. The "11/2018" option is highlighted with a red box. There are "Cancel" and "Continue" buttons on the form.

In the Return Period box, click the drop down arrow and select your return period.

For his example, I will select November 2018.

Click on Continue when done.



VAETS Tax Return

Virginia Department of Motor Vehicles

Name:	Tom's Fuel Transport	TIN:	*****4789	License:	VA00011536
Return Period:	November - 2018	Tax Type:	Blender	Return Type:	Original
Sequence:	1	Status:	In Process	Submission Date:	
Tracking Number:	VATS0001055				

View Schedules ?

ZB - Fuel alcohol & other products/kerosene & other products	(0)
OP01 - Fuel alcohol & other products/kerosene & other products	(0)
ITA01 - Tax Adjustment by Product Group (a minus (-) figure reduces your liability)	(0)
TFA1 - Tank Fee Adjustment by Product Group (a minus (-) figure reduces your liability)	(0)

Submit

The VAETS Tax Return screen will display.

Click on View Schedules to see the listing of the schedules for the tax type you selected.

The TIA schedule codes are shown at the bottom of the schedule for this tax type – Blender



VAETS Tax Return

Virginia Department of Motor Vehicles

Name:	Tom's Fuel Transport	TIN:	****4789	License:	VA00011536
Return Period:	November - 2018	Tax Type:	Blender	Return Type:	Original
Sequence:	1	Status:	In Process	Submission Date:	
Tracking Number:	VATS0001055				

[View Schedules](#) ?

2B - Fuel alcohol & other products/kerosene & other products

[Add](#)

Product	Buyer's Name	Seller's Name	BOL-Document Date	BOL-Document Number	Billed Gallons
No data found					

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Previous](#)

[Submit](#)

After selecting the schedule, this screen will display.

To add the detail to the schedule, click on Add.

2 - Gallons Received tax unpaid: Copy to Schedule

Schedule Type:*	2 - Gallons Received tax	Product Code:*	123
Seller Name:*	Company A	Seller FEIN:*	222220001
Buyer's Name:*	Tom's Fuel Transport	Buyer's FEIN:*	173697532
Carrier Name:*	Company B	Carrier FEIN:*	222220002
BOL-Document Date:*	09/06/2018	BOL-Document Number:*	VA147589658
Gross Gallons:*	10,000	Net Gallons:*	10,000
Billed Gallons:*	10,000	Transportation Mode:*	Truck
Origin TCN:*	T54VA2220	Origin State:*	Select...
Origin City:*		Destination TCN:*	T54VA2220
Destination State:*	Select...	Destination City:*	

Buttons: Cancel, Save

This is the schedule screen where you input the data.

VAETS will automatically populate the Schedule Type, Buyer's Name and the Buyer's FEIN.

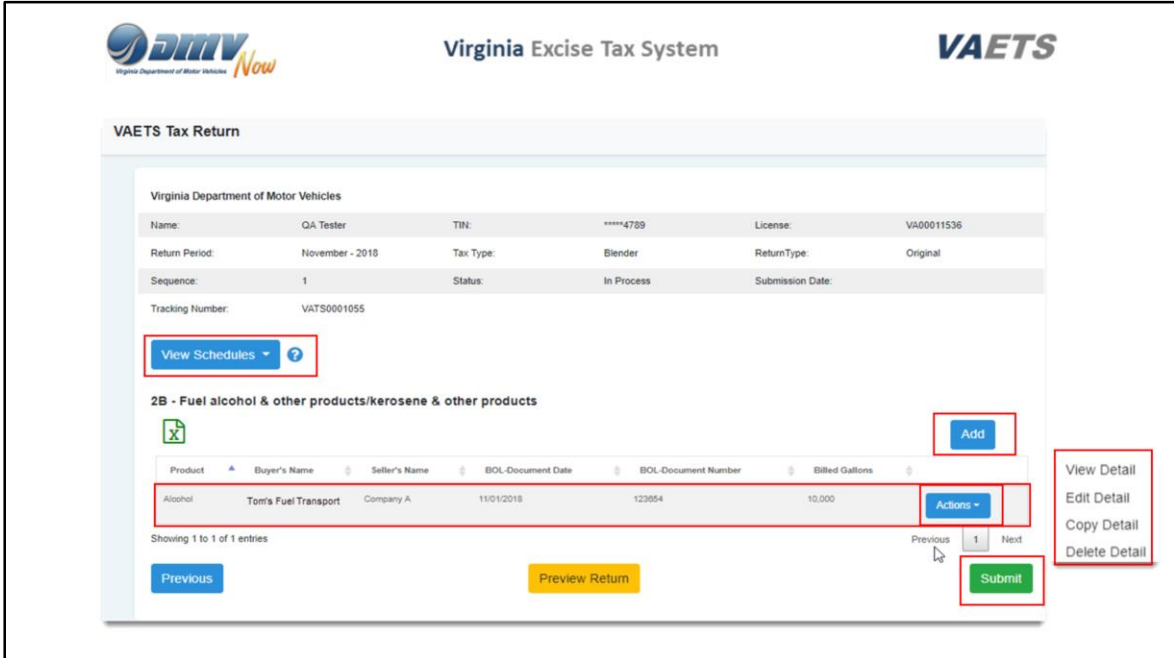
As you can see, these boxes are shaded and you will not be able to change the data in those fields.

You will need to complete the remaining information.

Origin and Destination TCN only needs to be entered if you DO NOT complete the Origin State and City and the Destination state and city.

You can enter one or the other, but you do not need to enter both.

When data has been entered, click on Save.



After clicking on Save, VAETS brings you back to the schedule screen.

You can see some of the information you entered.

If you need to view more, click on the Action button.

Your options are View, Edit, Copy or Delete.

With VAETS you have the ability to copy a schedule. Just click on the Copy Detail button.

If you need to add more information to the schedule, click on Add.

To select a new schedule, click on View Schedules.

When all information has been added to the schedules, click on Submit.

As a reminder, there are detailed user guides available in the online Help to assist you.



Amendments

In this section, I will show you how to do Amendments in EDI and Web Entry.

View Returns

TIN: *****7532
Company Name: Tom's Fuel Transport

Return Number	Company Name	License	Tax Type	TCN	Period	Return Type	Seq	Submit Date	Status	Actions
R0000000808	Tom's Fuel Transport	VA00011306	Aviation Consumer		10/2018	Original	1	11/07/2018	Submitted	Actions
R0000000809	Tom's Fuel Transport	VA00011853	Blender		10/2018	Original	1	11/07/2018	Submitted	Actions
R0000000810	Tom's Fuel Transport	VA00011306	Aviation Consumer		10/2018	Amendment	2	11/07/2018	Submitted	Actions
R0000000874	Tom's Fuel Transport	VA00011853	Blender		09/2018	Original	1	11/15/2018	Submitted	Actions
R0000000878	Tom's Fuel Transport	VA00011853	Blender		09/2018	Original	1	11/15/2018	Submitted	Actions
R0000001038	Tom's Fuel Transport	VA00011306	Aviation Consumer		06/2018	Original	1		In Process	Actions

Showing 1 to 6 of 6 entries

Previous 1 Next

View Amend

From the Dashboard, click on View Returns and this screen will display.

For this demonstration, I am going to select the Blender October return to amend.

Click the Action button and select Amend.

VAETS Tax Return

Virginia Department of Motor Vehicles

Name:	Tom's Fuel Transport	TIN:	****7532	License:	VA00011653
Return Period:	October - 2018	Tax Type:	Blender	Return Type:	Amendment
Sequence:	2	Status:	In Process	Submission Date:	
Tracking Number:	VATS0001220				

[View Schedules](#)

- 2B - Fuel alcohol & other products/kerosene & other products (7)
- OP01 - Fuel alcohol & other products/kerosene & other products (5)
- TA01 - Tax Adjustment by Product Group (a minus (-) figure reduces your liability) (2)
- TFA1 - Tank Fee Adjustment by Product Group (a minus (-) figure reduces your liability) (2)

Submit

The VAETS Tax Return page will display

Notice that Amendment is showing in the header that displays the details of the return.

Click on View Schedules and the list of schedules will display.

Tom's Fuel Transport

View Schedules ?

2B - Fuel alcohol & other products/kerosene & other products



Add

Product	Buyer's Name	Seller's Name	BOL-Document Date	BOL-Document Number	Billed Gallons	Actions
#2 High Sulphur Diesel - Undyed	Tom's Fuel Transport	A	10/08/2018	4512365	4,999	Actions
Alcohol	Tom's Fuel Transport	A	10/17/2018	123456	1,000	Actions
Ethanol	Tom's Fuel Transport	A	10/10/2018	123456	2,000	Actions
High Sulphur Kerosene - Undyed	Tom's Fuel Transport	A	10/05/2018	125487	11,000	Actions
Kerosene - Undyed	Tom's Fuel Transport	A	10/16/2018	789654	12,000	Actions
Low Sulphur Kerosene - Undyed	Tom's Fuel Transport	A	10/03/2018	456778	1,000	Actions
Methanol	Tom's Fuel Transport	A	10/18/2018	1234567	12,428	Actions

View Detail
Edit* ←
Delete*

Showing 1 to 7 of 7 entries

Previous 1 Next

Previous

Preview Return

Submit

I selected schedule 2B and it is now displayed on the screen.

Locate the item you need to amend and click on the Action button.

Click on Edit and the following screen will display.

2B - Fuel alcohol & other products/kerosene & other products: Edit Schedule


Schedule Type*	2B - Fuel alcohol & other products	Product Code*	123-Alcohol
Seller Name*	A	Seller FEIN*	222220001
Buyer's Name*	Tom's Fuel Transport	Buyer's FEIN*	173697532
Carrier Name*	B	Carrier FEIN*	222220002
BOL-Document Date*	<input type="text"/>	BOL-Document Number*	<input type="text"/>
Gross Gallons*	<input type="text"/>	Net Gallons*	<input type="text"/>
Billed Gallons*	<input type="text"/>	Transportation Mode*	J-Truck
Origin TCN*	T54VA2220	Origin State*	Select...
Origin City*	<input type="text"/>	Destination TCN*	T54VA2220
Destination State*	Select...	Destination City*	<input type="text"/>

Note that the system requires you to re-enter the BOL document date, BOL number, Gross, Net and Billed gallons again.

Make the change to whatever other item is needed and click on Save.

View Schedules ?

1 - Gallons Received tax paid

 [Add](#)

Product	Buyer's Name	Seller's Name	BOL-Document Date	BOL-Document Number	Billed Gallons	
Aviation Jet Fuel	Tom's Fuel Transport	Company A	10/03/2018	VA123456789	10,000	Actions -
Aviation Jet Fuel	Tom's Fuel Transport	A	10/15/2018	456987	5,000	Actions -
Aviation Jet Fuel	Tom's Fuel Transport	A	10/08/2018	12221	10,000	Actions -
Aviation Jet Fuel	Tom's Fuel Transport	A	10/15/2018	456987	-5,000	Actions -

Showing 1 to 4 of 4 entries

Previous Next

[Previous](#) [Preview Return](#) [Submit](#)

VAETS will take you back to the schedule page and you can see the change that was made.

In this demonstration, I changed the Billed gallons to 10,000.

Click on Submit

View Returns

TIN* *****7532
Company Name* Tom's Fuel Transport

Return Number	Company Name	License	Tax Type	TCN	Period	Return Type	Seq	Submit Date	Status	Actions
R000000098	Tom's Fuel Transport	VA00011390	Aviation Consumer		10/2018	Original	1	11/07/2018	Submitted	Actions
R000000099	Tom's Fuel Transport	VA00011953	Blender		10/2018	Original	1	11/07/2018	Submitted	Actions
R0000000810	Tom's Fuel Transport	VA00011390	Aviation Consumer		10/2018	Amendment	2	11/07/2018	Submitted	Actions
R0000000874	Tom's Fuel Transport	VA00011953	Blender		09/2018	Original	1	11/15/2018	Submitted	Actions
R0000000876	Tom's Fuel Transport	VA00011953	Blender		08/2018	Original	1	11/15/2018	Submitted	Actions
R0000001038	Tom's Fuel Transport	VA00011390	Aviation Consumer		06/2018	Original	1		In Process	Actions
R0000001220	Tom's Fuel Transport	VA00011953	Blender		10/2018	Amendment	2		In Process	Actions
R0000001221	Tom's Fuel Transport	VA00011390	Aviation Consumer		10/2018	Amendment	3	12/06/2018	Submitted	Actions

Showing 1 to 8 of 8 entries

Previous 1 Next

Clicking on View Returns again, you will see that the return now shows Amendment instead of Original.

This completes the process for submitting a Web Entry Amendment.

A	B	C	D	E	F	G	H
Bonded / Occasional Importer of Fuel - Schedule of Receipts & Disbursements							
Enter a separate line for each receipt or disbursement							
Return Type	Tax Type	Report Year/Month	Schedule Type	Product Type	Filer FEIN	Filer License	Location
<input type="button" value="New Row"/>	Importer Tax Types:	Use format YYYY/MM (the '/' is required. Ex. 2018/11)	1, 2, 2D, 3A, 3B, 6, 7, 8, 8C, 9, 9F	Use FTA Product Codes. If code begins with a zero, enter a single quote first. Ex: '065	Federal Employer Identification Number. Do not enter dashes or spaces. If FEIN begins with zero(s) enter a single quote first. Ex: '012345678	Virginia DMV issued state license number. Do not enter dashes or spaces. Ex: VA00000000	Enter 2 character location code if one has been assigned, otherwise enter '00'.
<input type="button" value="Validate"/>							
O (Original)	Bonded: BI						
A (Amendment)	Occasional: OI						
O	OI	2018/10	1	065	383225417	VA00011936	00
O	OI	2018/10	2	065	383225417	VA00011936	00
O	OI	2018/10	2D	065	383225417	VA00011936	00
O	OI	2018/10	3B	065	383225417	VA00011936	00
O	OI	2018/10	1	125	383225417	VA00011936	00
O	OI	2018/10	0	065	383225417	VA00011936	00

When submitting an original return via EDI, you must enter an ‘O’ in the Return type line.

If you are amending a previous return, this can be done by entering an A in the Return type column and entering the information for the return you are amending.

Again, there are detailed user guides in Help that will walk you through the process.



Virginia Excise Tax System

VAETS

Viewing Returns

Now we are going to move into Viewing Returns.

The screenshot shows the 'Filer Dashboard' for 'Tom's Fuel Transport'. The top navigation bar includes 'Filer Dashboard', 'Tom's Fuel Transport', 'Help', 'JamesDoe@hotmail.com', and 'Logout'. A left sidebar contains 'Home', 'Accounts', 'Tax Return', and 'Financial'. The main content area is titled 'Tom's Fuel Transport' and contains three sections: 'Account', 'Tax Return', and 'Financial'. The 'Account' section shows user information for Thomas A. Doe and an 'Active Update' button. The 'Tax Return' section has a 'View Return' button highlighted with a red box, and a 'Create Return' button below it. The 'Financial' section has 'Make Payment' and 'View Liability' buttons.

From the Tax Return Dashboard, click on View Return.

View Returns

TIN: *****4789
Company Name: Tom's Fuel Transport

Return Number	Company Name	License	Tax Type	TCN	Period	Return Type	Seq	Submit Date	Status	Actions
R0000000390	Tom's Fuel Transport	VA00011518	Aviation Consumer		08/2018	Original	1	09/12/2018	Submitted	Actions + View
R0000000396	Tom's Fuel Transport	VA00011536	Blender		08/2018	Original	1	09/19/2018	Submitted	Actions +
R0000000377	Tom's Fuel Transport	VA00011548	Terminal Operator	T54VA2220	08/2018	Original	1	10/04/2018	Submitted	Actions +
R0000000397	Tom's Fuel Transport	VA00011518	Aviation Consumer		08/2018	Amendment	2		In Process	Actions +
R0000000410	Tom's Fuel Transport	VA00011553	Motor Fuel Transporter		07/2018	Original	1		In Process	Actions +
R0000000444	Tom's Fuel Transport	VA00011518	Aviation Consumer		09/2018	Original	1		In Process	Actions +
R0000000454	Tom's Fuel Transport	VA00011518	Aviation Consumer		03/2018	Original	1	10/26/2018	Submitted	Actions +
R0000000803	Tom's Fuel Transport	VA00011553	Motor Fuel Transporter		10/2018	Original	1		In Process	Actions +
R0000000712	Tom's Fuel Transport	VA00011536	Blender		08/2018	Amendment	2		In Process	Actions +
R0000000717	Tom's Fuel Transport	VA00011548	Terminal Operator	T54VA2220	08/2018	Amendment	2		In Process	Actions +

Showing 1 to 10 of 19 entries

Previous 1 2 Next

These are all of the returns in various stages for this account.

I will click on the Actions button on the first line and select View.

VAETS Tax Return

2B - Gallons received tax unpaid	(4)		
3 - Gallons imported directly to Customer	(5)		
6 - Gallons delivered to licensed blenders	(4) 1789	License:	VA00011572
7 - Gallons exported	(2)	Alcohol Provider	ReturnType: Original
8 - Gallons delivered tax-exempt to U.S. Government or other tax exempt persons	(0)		
9 - Gallons delivered to VA state or local Government tax-exempt	(0) scss	Submission Date:	
BI01 - Beginning Inventory (Note: This must agree with prior month's ending inventory.)	(0)		
GL01 - Gain or (Loss)	(0)		

[View Schedules](#) ?

[Previous](#)

[View Face Copy](#)

[Submit](#)

This screen will display all of the schedules for this particular return.

The number at the end of the row in parenthesis, indicates the number of items for this particular schedule.

To view a specific schedule, just click on the name of the schedule.

When you are done viewing the schedules, you can click anywhere on the screen to close the schedule window.

To view the Face Copy of the return, click the View Face Copy button.

View Face Copy

Close

BL_BL-V1 1 / 1

Department of Motor Vehicles

VIRGINIA FUELS TAX BLENDER REPORT

Name: Joseph Dine Return Type: Original F ENKSN 17307932
 Period: October 2018 Return Seq: 1 Access Mode: View
 Tax Type: BL Return Status: Submitted Submission Date: 11/7/2018

Row #	Row Description	Sch. Code	Gasoline/Gasohol	Undyed Diesel	Dyed Diesel
SECTION 1 - GALLONAGE INFORMATION BY COLUMN					
1	Fuel Alcohol & Other Products/Kerosene & Other Products by product group	2B	15,428	28,999	
2	Fuel Alcohol & Other Products/Kerosene & Other Products by product group	OP01	4,500	13,049	4,250
SECTION 2 - TAX CALCULATION BY COLUMN					
3	Total gallons subject to tax by product group (Sum Lines 1 and 2)		19,928	42,048	4,250
4	Tax Rate		\$0.1620	\$0.2020	
5	Tax due by product group (Line 3 times applicable rate on Line 4)		\$3,228.54	\$8,493.70	
6	Tax adjustment by product group	TAX1	-\$15.00	\$20.00	
7	Net tax due by product group (Sum of Lines 5 and 6)		\$3,213.54	\$8,513.70	
SECTION 3 - TANK FEE CALCULATION BY COLUMN					
8	Tank fee rate		\$0.0060	\$0.0060	\$0.0060
9	Tank fee due by product group (Line 3 times Line 8)		\$119.57	\$252.29	\$25.50
10	Tank fee adjustment by product group	TFA1	-\$25.00	-\$55.00	\$0.00
11	Net tank fee due by product group (Sum of Lines 9 and 10)		\$94.57	\$197.29	\$25.50
SECTION 4 - AMOUNT DUE CALCULATION BY COLUMN					
12	Total amount due by product group (Sum Lines 7 and 11)		\$3,308.11	\$8,710.99	\$25.50
SECTION 5 - TOTAL AMOUNT DUE					
13	Total amount due (Sum Line 12)				\$12,044.40

Close

In the top right of the screen, you will see 2 icons. The first one allows you to download the return and the second one is the print button.

After viewing the return, click on Close and you will be returned to the VAETS Tax Return screen.


Home  /

- Home
- Accounts
- Tax Return
- Refund Application
- Financial
- Maintenance

VAETS Tax Return

Virginia Department of Motor Vehicles

Name:	Tom's Fuel Transport	TIN:	****4789	License:	VA00011572
Return Period:	September - 2018	Tax Type:	Fuel Alcohol Provider	Return Type:	Original
Sequence:	1	Status:	In Process	Submission Date:	
Tracking Number:	VATS0000541				

[View Schedules](#) 

[Previous](#)

[Preview Return](#)

Click on Home to return to the Dashboard.



Financial

The next section I will review is the Financial section of the Dashboard.

The screenshot shows the 'Filer Dashboard' for 'Tom's Fuel Transport'. The top navigation bar includes 'Filer Dashboard', 'Tom's Fuel Transport', 'Help', 'JamesDoe@hotmail.com', and 'Logout'. A left sidebar contains 'Home', 'Accounts', 'Tax Return', and 'Financial'. The main content area is titled 'Tom's Fuel Transport' and 'Filer Dashboard'. It features three columns: 'Account' with fields for name, address, and status; 'Tax Return' with 'View Return' and 'Create Return' buttons; and 'Financial' with 'Make Payment' and 'View Liability' buttons. The 'View Liability' button is highlighted with a red rectangular box.

From the Financial dashboard, you can view liabilities by clicking on View Liability.



Liabilities

TIN: ***** 4789

Company Name: Tom's Fuel Transport

License Number	License Type	Tax Type	Filing Period	Tax	Tank Fee	Status
VAD0011776	Blender	BL	2017/07	\$100.00	\$700.00	Paid
VAD0011776	Blender	BL	2018/07	\$10,495.24	\$255.98	Unpaid
VAD0011776	Blender	BL	2018/08	\$11,727.04	\$334.36	Unpaid
VAD0011776	Blender	BL	2018/10	\$10,049.34	\$334.36	Unpaid
VAD0011776	Blender	BL	2018/09	\$11,727.04	\$334.36	Unpaid

Showing 1 to 5 of 5 entries

Previous 1 Next

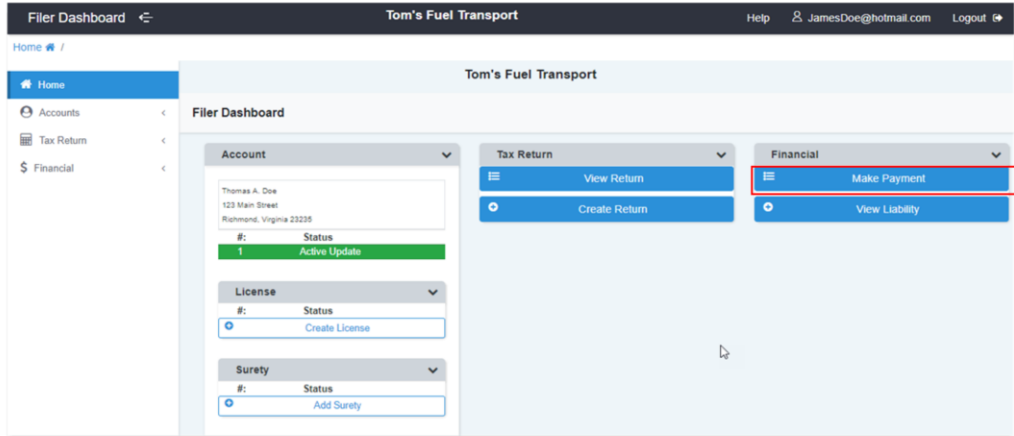
*Tax includes Tax & Default Pay

The liability screen will display paid and unpaid liabilities.

In order to pay a liability, you will need to access the payment section which we will view next.



Making a Payment



The screenshot displays the VAETS Filer Dashboard for 'Tom's Fuel Transport'. The interface includes a top navigation bar with 'Filer Dashboard', 'Tom's Fuel Transport', 'Help', 'JamesDoe@hotmail.com', and 'Logout'. A left sidebar contains navigation links for 'Home', 'Accounts', 'Tax Return', and 'Financial'. The main content area is titled 'Tom's Fuel Transport' and 'Filer Dashboard'. It features three main sections: 'Account', 'Tax Return', and 'Financial'. The 'Account' section shows user details for Thomas A. Doe and a table with one row: '#: 1', 'Status: Active Update'. The 'Tax Return' section has buttons for 'View Return' and 'Create Return'. The 'Financial' section has buttons for 'Make Payment' (highlighted with a red box) and 'View Liability'.

To make a payment within VAETS, click on Make Payment from the Financial Dashboard.



VAETS Payment

Required Fields.

In order to make a payment to the Virginia Department of Motor Vehicles (DMV), you must enter the following information:

TIN: ***** 4789

Company Name: Tom's Fuel Transport

Liability

Liability: Select...

License: Select...

Filing Period: Select...

Pay Amount: \$ 0.00

- Blender -- 2018/09 -- \$12,061.40
- Blender -- 2018/10 -- \$11,283.70
- Blender -- 2018/08 -- \$12,061.40
- Blender -- 2018/07 -- \$10,751.10

Make a Payment

This is the VAETS Payment Screen.

Under Liability, click the drop down arrow and the list of unpaid liabilities will display.

Click on the liability you wish to pay.

VAETS Payment

Required Fields.
In order to make a payment to the Virginia Department of Motor Vehicles (DMV), you must enter the following information:

TIN* ***** 4789
Company Name* Tom's Fuel Transport

Liability

Liability: Blender -- 2018/07 -- \$10,751.10
License* Blender - BL - VA00011776
Filing Period: 2018/07

Tax & Tank Fee	\$ 10,751.10
Late Payment Penalty (Tax)	\$ 1,049.50
Late Payment Penalty (Tank)	\$ 50.00
Late Payment Interest (Tax)	\$ 209.90
Late Payment Interest (Tank)	\$ 5.12
Late Payment Penalty Interest (Tax)	\$ 21.00
Late Payment Penalty Interest (Tank)	\$ 1.00
Late Filing Penalty	\$ 0.00
Credits	\$ 0.00
Tax Amount Due	\$ 12,087.62
Pay Amount*	\$ 12,087.62

Make a Payment

In this example, I am using a liability that has a late payment penalty on tax and tank as well as interest charged so that you can see how this information will be displayed on the screen.

To make a payment in full, click on the Make a Payment button.



VAETS Payment

*** Required Fields:**
In order to make a payment to the Virginia Department of Motor Vehicles (DMV), you must enter the following information:

TIN* ***** 4789

Company Name* Tom's Fuel Transport

Payment Mode

Payment Type* Select... Select...
eCheck

Previous Cancel Continue

The payment screen is where you select how you wish to make your payment.

All filers will have access to eCheck and if you are already set up with ACH Debit or Credit, these options will display as well.

I am using a test account which is only set up for eCheck, so I will click on eCheck and then click on Continue.

All existing ACH Debit/Credit information has been transferred from the old system into VAETS.

It will not be necessary for you to recreate your ACH Debit information.

VAETS Payment

Required Fields.
In order to make a payment to the Virginia Department of Motor Vehicles (DMV), you must enter the following information:

TIN* ***** 4789

Company Name* Tom's Fuel Transport

Payment Mode

Payment Type* eCheck

Payment Date* 11/29/2018

Bank Routing Number* 051400549

Bank Account Number* 987456321456987

Payment Note: Payment of Excise Tax

[Previous](#) [Cancel](#) [Continue](#)

The payment date will auto populate with the current date.

I am using a screen shot, so my screen has a different date.

As eCheck is my selection, I will need to enter the Bank Routing Number and Bank Account Number.

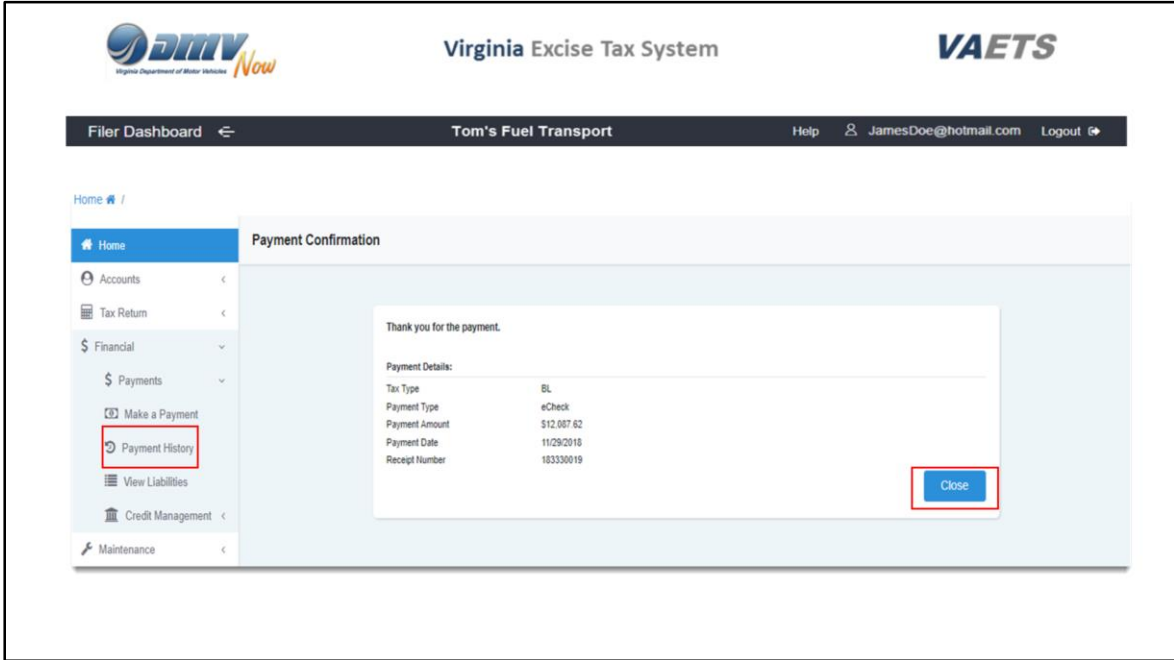
When all data has been entered, click on Continue.

Summary

<input checked="" type="radio"/> Pay in Full:	\$ 12,087.62
<input type="radio"/> Other Payment Amount:	\$ 0.00
Administrative Discount:	\$ 0.00
Total Percentage Discount:	\$ 0.00
One Percent Discount:	\$ 0.00
Dealer Discount:	\$ 0.00
Default Deduction:	\$ 0.00
Tax Due>*	\$ 12,087.62
Payment Amount*	\$ 12,087.62

VAETS will display a Summary page showing that the payment is being made in full.

Click on Submit to complete the process.



A Thank you for your payment message will be displayed.

Click Close to return to the Dashboard or you can click on items in the left navigation menu.

Let's take a look at Payment History.

Payment History

TIN: *****

Company Name: Tom's Fuel Transport

Tax Type	Payment Type	Amount	Payment Date	Status	Actions
BL	ACH Debit	\$10.00	12/07/2018	Unapplied	Actions
BL	eCheck	\$12,087.82	11/29/2018	Applied	Actions Payment Details
BL	ACH Debit	\$1,048.80	11/20/2018	Applied	Actions
N/A	eCheck	\$11.00	11/19/2018	Unapplied	Actions
BL	eCheck	\$13.00	11/19/2018	Unapplied	Actions
BL	ACH Debit	\$11,000.00	11/19/2018	Unapplied	Actions
TD	ACH Debit	\$10,000.00	11/19/2018	Unapplied	Actions

Showing 1 to 7 of 7 entries

Previous 1 Next

The Payment History screen will show all of the payments that have been made via VAETS.

Click the Action button and then Payment Details to view the specific history for that item.

Payment Details

Legal Name:	Tom's Fuel Transport
Tax Type:	BL
Filing Period:	2018/07
Payment Type:	eCheck
Payment Date:	11/29/2018
Payment Amount:	\$12,087.62

Liabilities associated to the payment:

License Number	License Type	Tax Type	Filing Period	Applied Amount	Payment Date
VAD0011776	Blander	BL	2018/07	\$12,087.62	11/29/2018

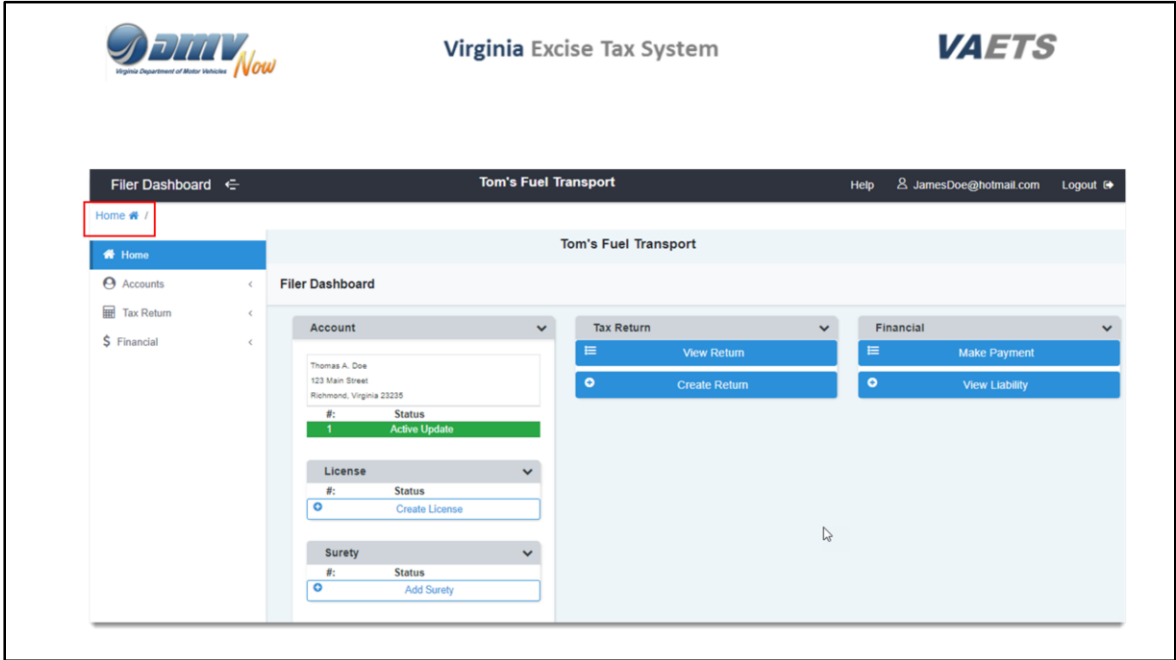
Showing 1 to 1 of 1 entries

Previous 1 Next

The Payment Details screen will show how the payment was made, the payment date and the amount of the payment.

To exit the screen, click on Home at the top left of the screen.

This will return you to the Home Page in VAETS.



Now you are back to the Home Page of VAETS.



This completes the online training on VAETS.

Please check the DMV Website for the latest updates on the Transition
https://www.dmv.virginia.gov/commercial/#taxact/vaets_new.asp

We will continuously update the online Help as updates to the system are made.

At this point, we will start addressing questions that have been submitted.

If you have additional questions, please submit them at this time.

This completes the online training on VAETS.

Please check the DMV Website for the latest updates on the Transition.

https://www.dmv.virginia.gov/commercial/#taxact/vaets_new.asp

At this point, we will start addressing questions that have been submitted.

If you have additional questions, please submit them at this time.

We will continuously update the online Help as updates to the system are made.



Thank you for attending!

A short survey of 3 questions will display at the end of this session.

Please take a moment to complete the survey as this helps us in presenting the information you need

For additional questions, please send emails to:

VAETS_Support@dmv.virginia.gov

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