





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

VAETS is a Web based system that allows you to submit your returns, view your returns, make payments in real time and *all* in one system.



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

	Virginia Excise Tax System	VAETS
presentation, we	e to answer all questions durin e will send an email to all part ne answers as soon as possibl	ticipants with the
website:	esentation will be posted to t nv.Virginia/commercial/#taxad	

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 (<u>https://www.dmv.virginia.gov/commercial/#taxact/vaets_new.asp)</u> after all of the training classes have been completed.



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.

Virgin Virgin	nia Excise Tax System	ETS
VAETS Training Ager	nda	
 Initial Log in to VAETS 	Viewing Returns	
Add/Remove User	 Viewing Submitted Return 	urns
Navigation/Dashboard/Alerts	s • Financial	
Request a License	View Liabilities	
Create a Return	Make a Payment	
• EDI ASCII and X12	Payment History	
Submitting your Return		
Web Entry of Returns		
Amendments		

The agenda for this training session will cover:







No	Wirginia Excise Tax	system VAETS
	Excise Tax System (VAETS). If you need to conduct Motor Fuels Tax or Motor you have an existing account.	r Vehicle Fuel Sales Tax transactions with the Virginia Department of Motor Vehicles, please select the 'Reques
		DU CURRENTLY HAVE AN ACCOU <mark>NT AND THI</mark> S IS THE CREATE YOUR PASSWORD. CLIC <mark>K HERE TO</mark> CREATE YOUR PASSWORD.
	Apply for a New Fuels Account	Account Login
	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.	Username (email)
		Password
	Request New Account	Forgot/Reset Password
Notice and Warning		
	ntains data that is the property of the Commonwealth of Virginia and is intend ar purposes. Unauthorized use of this computer system may subject you to S	ded for authorized users only. By accessing and using this system you are consenting to system monitoring for tate or Federal criminal prosecution and penalties.
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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.

	Virginia Excise Tax System	VAETS
Create Password		\searrow
Required Fields.		
In order to create your VAETS password, you must e	enter the following information:	
Current Username:*	Current Username	
Tax Identification Number (TIN):*	Tax Identification Number (TIN)	
Email Address:*	Email Address	
Confirm Email Address:*	Confirm Email Address	
Previous		Continue
	© 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.



After clicking Continue, this message will be displayed.

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

Now	Virginia Excise Tax Sy	stem	VAETS
			×
From: To: CC:	Administrator, VAETS John Doe	Sent Fri 5/10/2013 12:44 PM	
Subject:	Security Code for New VAETS Account		(4)
Motor Vehic Your securit	y code is: [Code number]		
	ty code will expire in one hour.		
	ing on for the first time, you must create a pas	ssword.	
Before logg	ing on for the first time, you must create a pas o provide your security code to create your pa		

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.

	Virginia Excise Tax System	VAETS
Validate	Security Code	
Enter the S	scurity Code emailed to you and click Continue to create your VAETS password.	
	Security Code: Security Code	
		Continue
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Enter the code that was shown in your email and click on Continue when done.

New Account Request			
Please complete the information below.			
Contact's E	Nail Address. HenryDoe@test.com		
Required Fields.			
Account Password			
Your password must contain at least 12 character	rs. It must contain a mixture of all of the following character classes:	• Up	per case letters: • A - Z
Password.* Passwo	Lover case reters Numeric: 0 - 9	A-2 a-2 • Lov	ver case letters: a - z
Confirm Password:* Confirm	Special Charaders Special Charaders		neric: 0 - 9 cial Characters: !@#S%^{
Security Questions and Answe	rs		
Select Security Questions and Answers below.			
Security Question 1:*	Select	•	
Answer 1.*	Security Answer 1		
Security Question 2.*	Select	•	
Answer 2.*	Security Answer 2		
	Select	•	
Security Question 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.



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

	Now	Virginia	Excise Ta	x System			VAETS	
Filer Dashboard 🗧		Tom's Fu	el Transport			Help	名 ThomasDoe@hotmail.com	Logout ()
Home 🕷 /								
# Home			Tom's Fuel Trans	port				
	Filer Dashboard							
Tax Return <	Account	*	Tax Return		~	Financial		~
\$ Financial <	Account			View Return			Make Payment	· ·
 Maintenance ~ Add / Remove User(s) 	Thomas A. Doe 123 Main Street Richmond, Virginia 23235 #: Stu 1 Act	stus	0	Create Return		0	View Liability	
	License	~						
		atus						
	0	Create License						
	Surety	~						
		atus						
	#: Stu	Add Surety						

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 behalt. Click the "Add New User" button to identify additional Users. Image: Strain Str	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 No data found No data found	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 Add New User Einst Name Last Name Email No data found No data found	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 No data found No		Virginia Excise Tax System	VAETS
Click the "Add New User" button to identify additional Users. Add New User First Name Last Name Email No data found No data found	Click the "Add New User" button to identify additional Users. Add New User First Name Last Name Email No data found No data found	Click the "Add New User" button to identify additional Users. Add New User First Name Last Name Email No data found No data found	Click the "Add New User" button to identify additional Users. Add New User First Name Last Name Email No data found No data found	Add / Remove User(s)		
No data found	No data found	No data found	No data found			
				First Name		Email
Showing 0 to 0 of 0 entries	Shoving 0 to 0 of 0 entries	Showing 0 to 0 of 0 entries	Showing 0 to 0 of 0 entries		No data found	
				Snowing u to u 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.

	ar values Now	Virginia E	xcise Tax System	VAETS
d/Edit User Inforn	nation			
Required Fields.			Add User(s) Confirmation	
First Name:*	James	<u>↓</u>		
Last Name:*	Doe		Your request has been success User Account creation will be e	fully submitted. Further instructions for mailed to the user(s).
Email Address:*	JamesDoe@hotmail.com			
Confirm Email Address:*	JamesDoe@hotmail.com			ОК
Cancel		Save		

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.

Filer Dashboard ← Home ♣ / ♣ Home ▲ Ad O Accounts ← III Tax Return ←	Tom's Fuel Transport / Remove User(s)	Help 홈 ThomasDoe@hotmail.com Logout @
Accounts <		
\$ Financial <	As the Primary Contact, you can identify Users to be added to the Company account. These Users will be granted access to perform V/ Click the "Add New User" button to identify additional Users.	AETS transactions on the Company's behalf.
	First Name Last Name Email	
	James Doe JamesDoe@hotmail.com Showing 1 to 1 of 1 entries	Actions * Edit Delete

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.

virgina Department of Matter Vehicibus NOW	Virginia Excise Tax System	VAETS
From "Administrator, VAETS" <admin@ Subject Security Code for New VAETS A To "JamesDoe@hotmail.com" <jame< th=""><th>ccount</th><th>Show headen</th></jame<></admin@ 	ccount	Show headen
HTML Plain text Source Please do not reply to this email.		
Please do not reply to this email. Welcome to the Virginia Excise Tax Syste Motor Vehicles. Your security code is: E4B003	n (VAETS). This system is used to conduct Motor Fuels Tax or Motor Vehicle Fuel Sales Tax	x transactions with the Virginia Department of
Please do not reply to this email. Welcome to the Virginia Excise Tax Syste Motor Vehicles. Your security code is: E4B00X Your security code will expire in one ho	17.	x transactions with the Virginia Department of
Please do not reply to this email. Welcome to the Virginia Excise Tax Syste Motor Vehicles. Your security code is: E4B003	IF. ust create a password.	x transactions with the Virginia Department of

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.

	Virginia Excise Tax System	VAETS
Validate Secur	ity Code	
Enter the Security Co	ode emailed to you and click Continue to create your VAETS password.	
	Security Code: Security Code	
		Continue
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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.

D III Now				ax System		VAETS
lew Account Request						
sase complete the information below.						
Contac	ct's Email Address	JamesDoe@hotmail.com				
Required Fields.						
Account Password						
Your password must contain at least 12 cha				4.7	.	Upper case letters: • A - Z
Password.* Pas	ssword		Lower case letters: Numeric: 0 - 9			
	ssword	:	Lower case letters:	a - 2		Lower case letters: a - z
Confirm Password - Con	nfirm Password	:	Lower case letters: Numeric: 0 - 9	a - 2	-	
	nfirm Password	:	Lower case letters: Numeric: 0 - 9	a - 2	-	Lower case letters: a - z Numeric: 0 - 9
Confirm Passwort * Con Security Questions and Answers bet	nfirm Password swers tow.	:	Lower case letters: Numeric: 0 - 9	a - 2	-	Lower case letters: a - z Numeric: 0 - 9
Confirm Password * Con	nfirm Password swers tow.	:	Lower case letters: Numeric: 0 - 9	a - 2	-	Lower case letters: a - z Numeric: 0 - 9
Confirm Passwort * Con Security Questions and Answers bet	nfirm Password swers tow. an 1* Select		Lower case letters: Numeric: 0 - 9	104014-2- 104014-2-	-	Lower case letters: a - z Numeric: 0 - 9
Confirm Password - Confirm Passw	nfirm Password SWERS tow. er 1* Select er 1* Security A		Lower case letters: Numeric: 0 - 9	104014-2- 104014-2-	-	Lower case letters: a - z Numeric: 0 - 9
Confirm Password - Confirm Password - Security Questions and Answers bet Security Questions and Answers bet Security Question Answer	nfirm Password Swers Now. Select er 1* Select Select	nswer 1	Lower case letters: Numeric: 0 - 9	a-z Igestrar	-	Lower case letters: a - z Numeric: 0 - 9
Contern Password - Con Security Questions and Answers bet Security Questions and Answers bet Security Question Answer	nfirm Password swers tow. an 1* Select wr 1* Security A on 2* Select wr 2* Security A	nswer 1	Lower case letters: Numeric: 0 - 9	a-z Igestrar	-	Lower case letters: a - z Numeric: 0 - 9

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.

Vigne Department of Reiner Vincen	Virginia Excise Tax System	VAETS
New User Account Acc	cess	
	password. An email has been sent to the email address on record. To continue uses as your Username and your new password to tog in.	sing
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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.

	inia Excise Tax System (VAETS). If you need to conduct Motor Fuels Tax or Motor in if you have an existing account.	r Vehicle Fuel Sales Tax transactions with the Virginia Department of Motor Ve	chicles, please select the "Request
		DU CURRENTLY HAVE AN ACCOUNT AND THIS IS THE CREATE YOUR PASSWORD. CLICK HERE TO CREATE YOUR PASSWOR	RD.
	Apply for a New Fuels Account	Account Login	
	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.	Username (email)	
		Password	
	Request New Account	Forgot/Reset Password	
	Request New Account		Login
Notice and Warning This computer system	a m contains data that is the property of the Commonwealth of Virginia and is intend	ded for authorized users only. By accessing and using this system you are con	senting to system monitoring for
	d other purposes. Unauthorized use of this computer system may subject you to S		

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,

				xcise Tax	System		VAETS	5
Filer Dashboard	÷		Tom's Fuel Tr	ransport		Help &	JamesDoe@hotmail.com	.ogout 🚱
Home	¢	Filer Dashboard		Tom's Fuel Tra	nsport			
Finandal	e e	Account Thomas A. Doe 123 Main Street Rohmond, Virginia 22255 #: Statu License #: Statu O Crea Surety #: Statu #: Statu	v Is Le License	Tax Return	View Return	V Financ	lal Make Payment View Liability	v

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.



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.

		Excise Tax System	VAETS
Filer Dashboard 🗧	Tom's Fu	el Transport	Help 온 JamesDoe@hotmail.com Logout G
Home 🗌 /		Tom's Fuel Tra	ansport
Home	Filer Dashboard		
View Account	Account 🗸	Tax Return	~
 View License View Surety 	Thomas A. Doe 123 Main Street	E View Return	
Tax Return ~	Richmond, Virginia 23235 #: Status 1 Active Update	• Create Return	
EDI Return Errors Schedule Search	License #: Status 1 In Process O Create License		
 \$ Financial \$ Payments \$ Make a Payment 	Surety #: Status 1 Pending Cancel		
Payment HistoryIIII View Liabilities	Pending Surety Change Add Surety		
🏛 Credit Management <			

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!

Vigina Digaetiment of Mater Vehicular		a Excise Tax System		VAETS
Filer Dashboard 🗲	Tom's F	uel Transport	Help 2	े JamesDoe@hotmail.com Logout 🕞
Home 希 /		Tom's Fuel T	ransport	
Home O Accounts ~	Filer Dashboard		_	
I View Account	Account 🗸	Tax Return	~	Financial
View LicenseView Surety	Thomas A. Doe 123 Main Street	😑 View Return		Make Payment
Tax Return ~	Richmond, Virginia 23235	• Create Return	•	View Liability
III View Returns	1 Active Update			
1 EDI Uploads	License V #: Status			
EDI Return Errors Q Schedule Search	1 In Process Create License			
\$ Financial ~				
\$ Payments ~	Surety V #: Status			
Make a Payment	1 Pending Cancel			
D Payment History	Pending Surety Change Add Surety			
I View Liabilities				
🏛 Credit Management <				

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.

Virginia Excise Tax System	VAETS
Filer Dashboard	
Account 🗸	
Thomas A. Doe 123 Main Street Richmond, Virginia 23235	
#: Status 1 Active Update	
License V #: Status	
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.

Tilew Account Previous Name TIN Correspondence Effective Date End Date Account Status Account Status Date Thomas A. Doe TIN Correspondence Effective Date End Date Account Status Account Status Date Mame TIN No 11/29/2018 Active 11/29/2018 Actions ~ Mark T View Detail Correspondence Effective Date End Date Active 11/29/2018 Actions ~		Destandary Now			Virginia Excise Tax System			VAETS	
Previous Tin Correspondence Effective Date End Date Account Status Account Status Date Account Status Date Thomas A. Doe ****2141 No 11/29/2018 Correspondence Effective Date Active 11/29/2018 Active									
Thomas A. Doe ****2141 No 11/29/2018 Active 11/29/2018 Actions ~ IM I IM I									
View Detail Edit Detail View Application	Name	TIN	Correspondence	Effective Date	End Date	Account Status	Account Status Date		
View Detail Edit Detail View Application	Thomas A. Doe	*****2141	No	11/29/2018		Active	11/29/2018	Actions -	
	31 4 <u>1</u> 5	ы:						Edit Detail View Application	

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.

/iew Account Detail								
Previous								
Account Name		DBA Name			TIN Type		TIN	
Thomas A. Doe		Tom's Fuel Transport			SSN		*****2141	
$H \to -1 \to -1$	×							1 - 1 of 1 items
Address Type	Address	City	State	Postal Code	Cour	ity		Country
Physical	123 Main Street	Richmond	Virginia	23235	Richr	mond, City Of	USA	
Mailing	123 Main Street	Richmond Virginia 23235 N/A					USA	
8 8 1 8	н							1 - 2 of 2 items
Contact Type	Contact Name	Contact Phone	Contact Emai		Status	Effectiv	ve Date	End Date
Primary Contact	Thomas A. Doe	(555) 555-5555	thomasdoe@	hotmail.com	Active	11/29/2	018	
Other Contact	James Doe		JamesDoe@t	otmail.com	Active	11/29/2	2018	
N N 1 N	Ϋ́							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.


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

	Now Vir	r ginia Excise Tax System	VAETS
Filer Dashboard 🗧 Home 🕷 /	Ton	n's Fuel Transport Tom's Fuel Transport	Help 名 JamesDoe@hotmail.com Logout ()
Home Accounts C Tax Return C \$ Financial C	Filer Dashboard Account Thoma A. Dos 12 Man Street Rotmont, Virginia 2235 #: Status 1 Active License #: Status	✓ Tax Return E View Return O Create Return	V Financial ✓ E Make Payment O View Liability
	Create License Surety #: Status Add Surety Add Surety	*	

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

From the dashboard just click on Create License.

		Virginia Excise Tax System			VAETS	
Filer Dashboard 🗲		Tom's Fuel	Transport		Help & ThomasDoe@1	hotmail.com Logout Ə
希 Home	New License Request - License	se Selection				
 Accounts C I Tax Return C Francial ✓ ✓ Maintanance 		Please complete the information bek Account's Legal Name: Account's DBA Name: Tax Identification Number Type: The To apply for a license, please select License Type:	Thomas A. Doe Thomas A. Doe Tom's Fuel Transport SSN *****2141 a kenne type. For assistance with selecting Select Forket Avation Consumer Bender Distributor Exporter Fuel Avation Provider Hugh Andro Provider Suppler Fuel Analysis Transporter Suppler Fuel Avation Provider	the correct License Type, cl & here.	Continue	

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.



Home Tom's Fuel Transport O Accounts Filer Dashboard	& JamesDoe@hotmail.com Logout G inancial ✓ Make Payment
Accounts Filer Dashboard E View Account E View Account E View Surety E Tax Return E View Returns E View Returns E Create Return Create Return	
View Account View Account View Account View Cleanse View Surety Tax Return Tomsa A. Doe Tax Return View Return View Return View Return View Return O Create Return O	
Image: Wew License Account Tax Return Image: Tax Return Image: Wew Returns Tomas A. Doe Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax Return Image: Tax	
E View Surety Thomas A. Doe Tax Return ✓ E View Return ✓ Status 1 Addve	Make Payment
Image: View Surety 122 Main Breat Image: Tax Return Image: View Returns Image: View Returns Image: View Returns Image: Coalse Return Image: View Returns	
Image: Tax Return #: Status Image: View Returns 1 Active	View Liability
View Returns Adive	
Create Return	
License 🗸	
EDI Uploads #: Status	
Create License	
D EDI Return Errors	
Q Schedule Search Surety	
\$ Financial #: Status	
O Add Surety	
\$ Payments <	
fill Credit Management <	

The EDI upload process is very easy in VAETS.

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

		Virginia Excise Tax System			VAETS		
Filer Dashboard 🔹	=			Tom's Fuel Transport		нер 8	ThomasDoe@hotmail.com Logout (+
希 Home		EDI Upload Management					
 Accounts Tax Return Financial Maintenance 	с с с		TIN.* Company Name.*	2141 Thomas A. Doe		± Upload EDI File]
		File Name Showing 0 to 0 of 0 entries	0 File Type	Oate Uploaded No data found	© Status	Previous Next Include discarded	J

This is the EDI Upload Management screen.

Click the Upload EDI File button

	Virgin	ia Excise Tax System		VAETS
Upload EDI Return				
	TIN:* Company Name.*	*****2141 Thomas A. Doe		
	File:*	November 2018	Select File	
Cancel				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.

		Virginia	Virginia Excise Tax System		VAETS
Filer Dashboard 🗧		Tom's Fuel Tra	insport	Help & Tho	nasDoe@hotmail.com Logout 😽
Home 🕷 /					
🖶 Home	EDI Upload Management				
O Accounts Image: Tax Return \$ Financial ✔ Maintenance	File Name Peater ID, 11 20 18 ad	TIN.* Company Name.*) File Type ASCII	*****2141 Thomas A. Doe 0 Det tploteter 10000016/07801	Ø Status Davad	▲ Lipboad EDI File
	Showing 1 to 1 of 1 entries	AGUI	sabalazore or album	Include archiv	Previous 1 Next

This is the screen that will be displayed,.

Click on View details.

	U	Virginia Excise	ian oyotein	VAETS
View Batch Details				
Batch Information				Lexport Errors X Discard I View B
File Name:	Pester BL 12.12.18.txt		File Type:	ASCII
Status:	Level 1		Uploaded Date:	12/12/2018 11:14:54
Batch Errors	- 3	eturns Validated - 0	Return En	rors - 1
Тах Туре	Filing Period	Status	Has Errors	Has Valid Lines 🔶
BL	2018/11	Level 1	Yes	No
Showing 1 to 1 of 1 entries				Previous 1

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

ובת	Now		Virginia Exci	se Tax System		VAETS
VAETS Ta	x Return					
Virgin	ia Department of Motor	Vehicles				
Name:		Pester Marketing	TIN:	*****5115	License:	VA00011907
Return	Period:	October - 2018	Tax Type:	Blender	ReturnType:	Original
Seque	nce:	1	Status:	In Process	Submission Date:	
Trackin	ng Number:	VATS0001015				
Vie	w Schedules 👻	•				
Pre	vious		Pret	view Return		Submit

After resubmitting your file, this screen will display.

To complete the upload process, click on Submit.



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

Click on Confirm to submit the file.

<u>iil</u>	Virg	ginia Excise Ta	x Systen	n			VA
Submitted	Face Copy						Close
BL_BL-V	л	171				¢ ±	ē
Department	of Motor Vehicles	VIRGINIA FUELS					
Name:	Pester Marketing	Return Type:	Original	FEIN/SSI	N: 4	20835115	- I
Period:	October 2018	Return Seq:	1	Access I	Mode: V	lew	I
Tax Type:	8L	Return Status:	Submitted	Submiss	ion Date: 1	1/27/2018	. I
Row # Row D	escription		Sch. Code	Gasoline/ Gasohol	Undyed Diesel	Dyed Diesel	
SECTION 1 - G	ALLONAGE INFORMATION BY COLUMN						
1 Fuel Al	cohol & Other Products/Kerosene & Other Products by product gr	roup	28	428	0		
2 Fuel Al	cohol & Other Products/Kerosene & Other Products by product gr	roup	OP01	0	0	0	
SECTION 2 - T	AX CALCULATION BY COLUMN						
3 Total g	allons subject to tax by product group (Sum Lines 1 and 2)			428	0	0	
4 Tax Ra	the state of the s			\$0.1620	\$0.2020		
5 Tax du	e by product group (Line 3 times applicable rate on Line 4)			\$69.34	\$0.00		
6 Tax Ad	(justment by Product Group (a minus (-) figure reduces your liabilit	ty)	TA01	\$0.00	\$0.00		
7 Not tax	due by product group (Sum of Lines 5 and 6)			\$69.34	\$0.00		
SECTION 3 - T	ANK FEE CALCULATION BY COLUMN						
8 Tank fe	se rate			\$0.0060	\$0.0060	\$0.0060	- I
9 Tank fe	ee due by product group (Line 3 times Line 8)			\$2.57	\$0.00	\$0.00	I
10 Tank F	ee Adjustment by Product Group (a minus (-) figure reduces your	liability)	TFA1	\$0.00	\$0.00	\$0.00	I
11 Net tan	ik fee due by product group (Sum of Lines 9 and 10)			\$2.57	\$0.00	\$0.00	
SECTION 4 - A	MOUNT DUE CALCULATION BY COLUMN						
12 Total a	mount due by product group (Sum Lines 7 and 11)			\$71.91	\$0.00	\$0.00	. 1
SECTION 5 - T	OTAL AMOUNT DUE						
13 Total a	mount due (Sum Line 12)				\$71.91		· I

The Face Copy of the return will display automatically.

After reviewing, click on 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.
- The next section will show you how to access these schedules.



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.

Jaii	Now	Virginia	Excise Tax S	System			VAETS	5
Filer Dashboard 🗧 Home 🛪 /	_	Tom's Fuel	Transport Tom's Fuel Tran:	sport	H	ietp	Doe@hotmail.com	Logout 🕞
Home Accounts	Filer Dashboard							
Tax Return View Returns View Returns Create Return Create Return COU Uploads DI Return Errors Q Schedule Search		25 Status Kalive	Tax Return	View Return Create Return	-	Financial E	Make Payment View Llability	~
\$ Financial	Surety	Status Create License Status Add Surety						

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.

	Now	Virginia Excise Tax System	VAETS
VAETS Tax Ret	um		
	* Required Fields. Please complete the information below:		
	Cancel	Select. Aviation Consumer - AC - VA00011518 Terminal Operator - TO - VA00011546 Terminal Operator - TO - VA00011546 Wholesale - WH - VA00011583 Biender - BL - VA00011536 Terd Alconol Provider - FA - VA00011572 Motor Fuel Transporter - TB - VA00011553	Continue
		Blender - BL - VA00011536	<u></u>

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

Next, click on Continue.

	Virginia Excise Tax Syste	em VAETS
VAETS Tax Return		
Required Fields. Please complete the information below: License* Return Period* Cancel	Blender - BL - VA00013095 Select 11/2018 10/2018 09/2018 07/2018	• • Continue
	0//2018 05/2018 04/2018 02/2018 02/2018 02/2018 12/2017 11/2017 10/2017 09/2017 08/2017 07/2017	

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.

TS Tax Return					
Virginia Department of	Motor Vehicles				
Name:	Tom's Fuel Transport	TIN:	*****4789	License:	VA00011536
Return Period:	November - 2018	Тах Туре:	Blender	ReturnType:	Original
Sequence:	1	Status:	In Process	Submission Date:	
Tracking Number:	VATS0001055				
View Schedules -	0				
2B - Fuel alcohol & oth	er products/kerosene & other	products	(0)		
	other products/kerosene & oth		(0)		
	t by Product Group (a minus (-				Submit
TFA1 - Tank Fee Adju	stment by Product Group (a m	inus (-) figure reduces yo	our liability) (0)		

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

Erginia Dapartment of Motor Vehicles ///	<i>w</i>	0	kcise Tax Syster		VAETS
AETS Tax Return					
Virginia Department o	f Motor Vehicles				
Name:	Tom's Fuel Transport	TIN:	*****4789	License:	VA00011536
Return Period:	November - 2018	Tax Type:	Blender	ReturnType:	Original
Sequence:	1	Status:	In Process	Submission Date:	
Tracking Number:	VATS0001055				
View Schedules	- 0				
2B - Fuel alcohol	& other products/kerosen	e & other products			Add
Product 🔺	Buyer's Name 🔅 Seller's	Name	ocument Date 🕴 BO	L-Document Number	Billed Gallons
			No data found		
	15				Previous Next
Showing 0 to 0 of 0 entrie					

After selecting the schedule, this screen will display.

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

2 - Gallons Received tax unp	aid: 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:* 🔶	Oclect	Destination City:*		

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.

AETS Tax Return					
Virginia Department o	of Motor Vehicles				
Name:	QA Tester	TIN:	4789	License:	VA00011536
Return Period:	November - 2018	Tax Type:	Blender	ReturnType:	Original
Sequence:	1	Status:	In Process	Submission Date:	
Tracking Number:	VATS0001055				
View Schedules	© Ø	e & other products			
x					Add
Product A E	Buyer's Name 🌐 Seller's Nam	e d BOL-Document Date	BOL-Document Numb	er 🕴 Billed Gallons	0
Alcohol To	m's Fuel Transport Company A	11/01/2018	123854	10,000	Actions -
Showing 1 to 1 of 1 entri	es				Previous 1 Next

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.



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

Now	Virginia Excise		VAETS				
/ Returns							
TIN.* Company Name.*	*****7532 Tom's Fuel Transport						
Return Number 🔺 Company Name 👌	License 🍦 Tax Type 🍦 TCN 🔅	Period 👌	Return Type	Seq	Submit Date	Status 👌	
R0000000888 Tom's Fuel Transport	VAD0011396 Aviation Consumer	10/2018	Original	1	11/07/2018	Submitted	Actions -
R0000000000 Tom's Fuel Transport	VAD0011853 Blender	10/2018	Original	1	11/07/2018	Submitted	Actions -
R0000000810 Tom's Fuel Transport	VA00011398 Aviation Consumer	10/2018	Amendment	2	11/07/2018	Submitted	Actions -
R0000000874 Tom's Fuel Transport	VAD0011853 Biender	09/2018	Original	1	11/15/2018	Submitted	Actions -
R0000000876 Tom's Fuel Transport	VA00011853 Blender	08/2018	Original	1	11/15/2018	Submitted	Actions -
R0000001038 Tom's Fuel Transport	VAD0011396 Aviation Consumer	06/2018	Original	1		In Process	Actions -
Showing 1 to 6 of 6 entries						Previou	s 1 Next

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.

ETS Tax Return						
Virginia Department	of Motor Vehicles					
Name:	Tom's Fuel Transport	TIN:	*****7532	License:	VA00011653	
Return Period:	October - 2018	Tax Type:	Blender	ReturnType:	Amendment	←
Sequence:	2	Status:	In Process	Submission Date:		
Tracking Number:	VATS0001220					
View Schedules	• 0					
2B - Fuel alcohol &	other products/kerosene & othe	er products	(7)			
	& other products/kerosene & o		(5)			Submit
	ent by Product Group (a minus ljustment by Product Group (a				₹3	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.

Wigna Dipartment	at Mater Vanicity	Virg	inia Excis	e Tax System	l	V	4 <i>ets</i>
Tom's Fuel Transport	View Schedules - ?						
	2B - Fuel alcohol & other	products/kerosene & o	ther products				
	x						Add
	Product	Buyer's Name	Seller's Name	BOL-Document Date	BOL-Document Number	🗄 Billed Gallons 👌	
	#2 High Sulphur Diesel - Undyed	Tom's Fuel Transport	A	10/08/2018	4512365	4,000	Actions -
	Alcohol	Tom's Fuel Transport	A	10/17/2018	123458	1,000	Actions - View Detail
	Ethanol	Tom's Fuel Transport	A	10/10/2018	123458	2,000	Actions - Delete*
	High Sulphur Kerosene - Undyed	Tom's Fuel Transport	A	10/05/2018	125487	11,000	Actions -
	Kerosene - Undyed	Tom's Fuel Transport	A	10/18/2018	789654	12,000	Actions -
	Low Sulphur Kerosene - Undyed	Tom's Fuel Transport	A	10/03/2018	4569778	1,000	Actions -
	Methanol	Tom's Fuel Transport	A	10/18/2018	1234567	12,428	Actions -
	Showing 1 to 7 of 7 entries					Prev	ious 1 Next
	Previous		P	review 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.

must of Honey Venezies Now	Virginia Excise	lax System		AETS
2B - Fuel alcohol & other produ	cts/kerosene & other products: Edit Sci	nedule		×
Schedule Type	* 28 - Fuel alcohol & other product:	Product Code:*	123-Alcohol	,
Seller Name	* A	Seller FEIN.*	222220001	
Buyer's Name	 Tom's Fuel Transport 	Buyer's FEIN.*	173697532	
Carrier Name	. В	Carrier FEIN:*	222220002	
BOL-Document Date	. 🌐	BOL-Document Number.*		
Gross Gallons	*	Net Gallons.*		
Billed Gallons	*	Transportation Mode.*	J-Truck	*
Origin TCN	* T54VA2220	Origin State.*	Select	•
Origin City	*	Destination TCN:*	T54VA2220	
	* Select	Destination City:*		

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.

	Virgi	nia Excise Tax		VAETS		
View Schedules -						
1 - Gallons Received tax paid						
x					Add	
Product A Buyer's Name	Seller's Name	BOL-Document Date	BOL-Document Number	Billed Gallons	¢.	
Aviation Jet Fuel Tom's Fuel Trans	sport Company A	10/03/2018	VA123456789	10,000	Actions -	
Aviation Jet Fuel Tom's Fuel Trans	sport	10/15/2018	456987	5.000	Actions -	
Aviation Jet Fuel Tom's Fuel Trans	sport A	10/08/2018	12221	10,000	Actions -	
Aviation Jet Fuel Tom's Fuel Trans	sport A	10/15/2018	456987	-5,000	Actions *	
Showing 1 to 4 of 4 entries					Previous 1	
		Preview Retu	m		Su	
Previous						

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

	Vow		Virginia Exc	ise Tax S	System				VAET
w Returns									
	TIN.* Company Name.*	*****75 Tom's F	32 uel Transport						
Return Numb	er 🔺 Company Name 🎄	License (Тах Туре 👌 ТС	N 🍦 Period 👌	Return Type	0 Seq 0	Submit Date	Status 🗄	
R000000698	Tom's Fuel Transport	VA00011398	Aviation Consumer	10/2018	Original	1	11/07/2018	Submitted	Actions -
R000000809	Tom's Fuel Transport	VA00011853	Blender	10/2018	Original	1	11/07/2018	Submitted	Actions -
R000000810	Tom's Fuel Transport	VA00011398	Aviation Consumer	10/2018	Amendment	2	11/07/2018	Submitted	Actions -
R000000874	Tom's Fuel Transport	VA00011853	Blender	09/2018	Original	1	11/15/2018	Submitted	Actions -
R000000876	Tom's Fuel Transport	VA00011653	Blender	08/2018	Original	1	11/15/2018	Submitted	Actions -
R0000001038	Tom's Fuel Transport	VA00011398	Aviation Consumer	08/2018	Original	1		In Process	Actions -
R0000001220	Tom's Fuel Transport	VA00011853	Blender	10/2018	Amendment	2		In Process	Actions -
R0000001221	Tom's Fuel Transport	VA00011398	Aviation Consumer	10/2018	Amendment	3	12/08/2018	Submitted	Actions -
Showing 1 to 8 of	8 entries			_	2	_		Previo	us 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.

Vigina Department of	Now		Virgi	nia Excise T	Tax System	VA	VAETS		
A	В	С	D	E	F	G	Н		
		_				Ŭ			
				e of Receipts	& Disbursements				
Enter a separa	te line for each	receipt or dish	ursement						
Return Type	Tax Type	Report Year/Month	Schedule Type	Product Type	Filer FEIN	Filer License	Location		
<u>N</u> ew Row Validate	Importer Tax Types:	Use format YYYY/MM (the '/' is	1, 2, 2D, 3A, 3B,	Use FTA Product Codes. If code begins with a zero, enter a single quote	Federal Employer Identification Number. Do not enter dashes or spaces. If FEIN begins with zero(s) enter a	Virginia DMV issued state license number.	Enter 2 character location code if one has been assigned,		
O (Original)	Bonded: BI		6, 7, 8,	first.	single quote first.	Do not enter dashes or	otherwise		
A (Amendment)	Occasional:OI	Ex. 2018/11)	8C, 9, 9F	Ex: '065	Ex: '012345678	spaces. Ex: VA0000000	enter '00'.		
0	OI	2018/10	1	065	383225417	VA00011936	00		
0	OI	2018/10	2	065	383225417	VA00011936	00		
0	OI	2018/10	2D	065	383225417	VA00011936	00		
0	OI	2018/10	3B	065	383225417	VA00011936	00		
0	OI	2018/10	1	125	383225417	VA00011936	00		
	01	0040/40		F 405	V 7412000000	1400044030	r 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.



Now we are going to move into Viewing Returns.

	Now	Virginia Excise	Tax System		VAETS			
Filer Dashboard 🗲		Tom's Fuel Transport	1	Help	名 JamesDoe@hotmail.com Logout (
🛪 Home		Tom's Fo	uel Transport					
O Accounts	< Filer Dashboard							
	C Account Thomas A. Doe 123 Man Street Richmond, Virginia 22255 #: Status 1 Active U	0	Return View Return Create Return	v Fir ⊑ ⊙	ancial Make Payment View Liability			
	License #: Status O Create	License						
	Surety #: Status • Add S	∨ Burety		13				

From the Tax Return Dashboard, click on View Return.

	Now		Virginia Excise Tax System					VAETS			
w Returns											
	TIN.*	*****4	789								
	Company Name:*	То	m's Fuel Transpor	t							
Return Numi	ber 🔺 Company Name 🍵	License ()	Так Туре 🛛 🗍	TCN 0	Period 0	Return Type	Seq 0	Submit Date	Status 👌		
R000000380	Tom's Fuel Transport	VA00011518	Aviation Consumer		08/2018	Original	1	09/12/2018	Submitted	Actions *	
R000000386	Tom's Fuel Transport	VA00011536	Blender		08/2018	Original	1	09/19/2018	Submitted	Actions -	
R000000377	Tom's Fuel Transport	VA00011548	Terminal Operator	T54VA2220	08/2018	Original	1	10/04/2018	Submitted	Actions -	
R000000397	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	3		In Process	Actions -	
R000000444	Tom's Fuel Transport	VA00011518	Avlation Consumer		09/2015	Original	1		In Process	Actions +	
R000000454	Tom's Fuel Transport	VA00011518	Aviation Consumer		03/2018	Original	1	10/26/2018	Submitted	Actions *	
R000000603	Tom's Fuel Transport	VA00011553	Motor Fuel Transporter		10/2018	Original	3		in Process	Actions *	
R000000712	Tom's Fuel Transport	VA00011538	Blender		08/2018	Amendment	2		in Process	Actions -	
R000000717	Tom's Fuel Transport	VA00011546	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.

	Virginia Excise		VAETS		
ETS Tax Return					
2B - Gallons received tax unpaid 3 - Gallons imported directly to Customer 6 - Gallons delivered to licensed blenders		(4) (5) (4) ^{\$789}	License:	VA00011572	
7 - Gallons exported		(2) Alcohol Provider	ReturnType:	Original	
 8 - Gallons delivered tax-exempt to U.S. Govern 9 - Gallons delivered to VA state or local Govern 		(0) (0) ocess	Submission Date:		
BI01 - Beginning Inventory (Note: This must ag					
GL01 - Gain or (Loss)		(0)			
View Schedules -					
Previous	View Fac	ce 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.

Numerical State	Image: Second	Now	Virginia Exc	cise Tax Sy	stem				V	AE7
Department of Motor Vahidits EXERCISE TAXE INFORME REPORT Neme:	Production of Models Description of Models <thdescription models<="" of="" th=""> Description of Mode</thdescription>	View Fa	се Сору						E	Close
BLEMOUR REPORT BLEMOUR REPORT Name: datump for ductor Quint FERBS/r 1720/732 Name: datump for ductor Name: for ductor FERBS/r 1720/732 Parking: Ductor Balance Stage Ductor Excess Stafe Name Tartyse: Ductor Stafe Ductor Ductor Parking: Ductor Ductor Ductor Ductor Parking: Ductor Ductor <thductor< th=""> Ductor</thductor<>	Bit NOTES REPORT The set outside 2018 Materia State 1 Access Materia 17207133 The Set outside 2018 Materia State 1 Access Materia 17207133 The Set outside 2018 Materia State 1 Access Materia 17207133 The Set outside Control to the Product Parage 01 Access Materia 117207133 The Set outside Control to the Product Parage 01 10.02 10.02 4.00 4.00 The Set outside Control to the Product Parage 01 10.02 10.02 4.00	BL_	BL-V1	171				¢	± e	i i
Prioritie Outbox 2018 Prioritie Prioritie Prioritie Prioritie Prioritie Tar Tyre is is Status Market User Market Market User Tar Tyre is Status Status Status Status User Tar Tyre is Status Status Status Status Status 1 Facilitation Status Outbox 100 model group Is Status Status Status 2 Facilitation Status Outbox 100 model group Is Status Status Status 3 Tard Allow 100 for Priords Market Market 100 for Priords Tyres of Issue Status Origit Allow Status Status 3 Tard Allow 100 for Priords Market Market 100 for Priords Market 100 for Prio	Printing Oxford 2018 Ration State 1 Access State Ver Top Yee B. Review State Review State Ver Review State Ver Rev Processing Enclosed Review State Review State Ver Review State Ver Rev Processing Enclosed Review State Review State Ver Review State Ver Rev Processing Review State Review State Review State Ver Review State Ver Rev Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review State Review St		Department of Motor Vehicles	VIRGINIA FUELS T	AX					
Priorition Outdoor 2018 Priorition Priorition Priorition Priorition Tar Tar Yee No Materia Status Materi	Princing Dubber 2019 Materia Teal 1 Accuss Materia User Tar part T Materia Teal Total Materia Teal User Tar Annual Control Control Control T Total Total Total Total Total Annual Control Control Total Total Total Total Total Total Annual Total Total Total Total Total Total Tot		Name: Joseph Doe	Return Type:	Original	FEIN/SSN	1	73697532		
Tar Tayme B. Mature Balance Balandial Materials and Balandial Tomagne Same Tomagne Same <td>Tax Type: B. Matern Balani Balantication Balanticatitation Balantication<!--</td--><td></td><td>Period: October 2018</td><td>Return Sec:</td><td>1</td><td>Access Me</td><td>de: V</td><td>inw .</td><td></td><td></td></td>	Tax Type: B. Matern Balani Balantication Balanticatitation Balantication </td <td></td> <td>Period: October 2018</td> <td>Return Sec:</td> <td>1</td> <td>Access Me</td> <td>de: V</td> <td>inw .</td> <td></td> <td></td>		Period: October 2018	Return Sec:	1	Access Me	de: V	inw .		
Name Theorem Only of Security Control on Control Control Contrel Control on Control on Contrel Control on Control	Bare # Root Besightion Call Call All All All All Model International All Other Phodule Sympolet grape Description Description Description 1 And All All All All All All All All All Al				Submitted					
1 Park Aluruk 3 Other Produktionsmur 4 Other Produktion provide group 20 19, 14, 20 20, 30 2 Park Aluruk 3 Other Produktionsmur 4 Other Produktion group 20 19, 14, 20 20, 30 2 Park Aluruk 3 Other Produktionsmur 4 Other Produktion group 20 19, 14, 20 4, 200 2 Park Aluruk 3 Other Produktion group 19, 19, 14, 30 19, 20 4, 200 3 Park Aluruk 3 Other Produktion group 19, 19, 14, 10 10, 200 1, 200 4 Park Aluruk 4 Other Produktion group 16, 10 1, 20, 200 1, 200 5 Park Aluruk 4 Other Produktion group 16, 10 1, 200 1, 200 1, 200 6 Park Aluruk 4 Other Produktion group 16, 10 11, 200 1, 200 1, 200 7 Intel Aluruk a dry produktion group (Intel Stress Line 1) 11, 11, 200 1, 200 1, 200 1, 200 10 Park Hernik He	1 And Alardo 20 Other Photoching hyround to propie 20 11.4.2 32.4.90 And Alardo 20 Other Photoching hyround to propie (Pa) 1.0.30 4.2.90 BECINE 3: TACK CLUICATION & FOCUME 10.30 1.0.30 4.2.90 I and Alardo 20 Other Photoching hyround to prop. (Pa) 10.30 4.2.90 I and Alardo 20 Other Photoching hyround to prop. (Pa) 10.30 4.2.90 I and Alardo 20 Other Photoching hyround to prop. (Pa) 32.1.32 10.38 4.2.90 I are all photoching to bing for the stant of 0.1 20.2.93 10.3.1.35 10.2.90 10.9.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1				Sch.	Gasoline/				
2 Find Abords 3 Other Products Streamers & Other Products Types (See Streamers) OPE 1.12.89 4.200 3 Total galaxies adapted to take by product grave, Shun Lines 1 and 7) 18.202 4.200 4.200 4 Tare Rele 18.202 4.200 4.200 5 Tare Adapted to take by product grave, Shun Lines 1 and 7) 18.202 4.200 4.200 6 Tare Adapted to take by product grave, Shun Lines 1 and 7) 18.202 84.03.07 1 6 Tare Adapted to take by product grave, Shun Lines 1 and 8) 12.21.21.24 and 48.03.07 1 1 7 Text Shun Adapted Space, Shun Lines 1 and 8) 12.02.06 and 40.000 10.0000 10.0000 10.0000 7 Text Shun Adapted Space, Shun Lines 1 and 8) 10.0000	2 Add Addref A Grave Products Programmed & Orging 4, 400 13,348 4,329 3 Range Profess Adjusts To the Type Ording Program (Show Lines 1 and 2) 19,338 4,239 4 Tare Res 19,338 4,239 5 Tare Res 19,338 4,239 6 Tare Res 19,338 4,239 7 Tare Res 19,338 4,239 8 Tare Res 19,338 4,239 9 Tare Res 19,338 4,330 9 Tare Res 19,338 4,330 9 Tare Res 19,338 19,339 9 Tare Res 19,339 19,339 9 Tare Res 10,000 10,000 51,000 9 Tare Res adary Stronkel grava (ther Ris 1 and 1) 11,313 19,123 19,123 10 Tare Res adary Stronkel grava (ther Ris 1 and 1) 11,124 11,124 11,124 11 Res tare Adary Res (ther Rise 1 and 1) 11,124 11,124 11,124 12 Tare Resout data		SECTION 1 - GALLONAGE INFORMATION BY COLUMN							
Interface 19329 42.04 4,000 1 Transformed processing the law product grade (law product grade (BitChield - State Calculations of columnia 18.83 8 42.54 4.326 1 Increase instatement to the synchronic grape (theor Lines 1 and 1) 18.138 42.54 4.326 1 Tex Andre mean signature to the synchronic grape (theor Lines 1 and 1) 18.138 42.54 4.326 1 Tex Andre provide grape (theor Lines 1 and 1) 18.138 42.54 4.418.78 2 Tex Andre provide grape (theor Lines 1 and 1) 13.13.14 44.13.78 44.13.78 2 Tex the dask provide grape (theor Lines 1 and 1) 13.13.14 44.55.00 50.000 50.000 1 Tex to ack provide grape (theor Lines 1 and 1) 13.13.14 44.55.00 450.50 2 Tex the ack provide grape (theor Lines 1 and 1) 13.42.57.31 452.60 455.50 1 Tex the ack provide grape (theor Lines 7 and 12) 452.60 455.50 455.50 2 Tex amound char (theor Foot 12) 452.50 152.54.40 457.50 3 Text amound char (theor Foot 12) 13.27.51 43.73.91 43.73.91 43.73.91 3 Text amound char (the		Fuel Alcohol & Other Products/Kerosene & Other Products by product group		28	15,428	28,999			
Intercents - TAX CALCULATION BY COLUME 193.07 42.04 4.200 1 Trans adjust to the yinded graps (the 'Start Ad') 193.07 42.04 4.200 2 Tax flow flow flow graps (the 'Start Ad') 193.07 42.04 4.200 3 Tax disk to be yinded graps (the 'Start Ad') 193.07 42.04 4.200 4 Tax disk to be yinded graps (the 'Start Ad') 193.07 45.000 50.000 7 Text disk the 'Start Ad' (the 'Start Ad') 193.07 40.000 50.000 8 Taw for with 193.07 40.000 50.000 50.000 9 Taw for with ad by picked graps (the 'Start Ad') 193.02 50.000 50.000 10 Take adv adv picked graps (the 'Start Ad') 193.02 50.000 50.000 10 Take adv adv picked graps (the 'Start Ad') 193.02 50.000 50.000 10 Take adv adv picked graps (the 'Start Ad') 193.02 50.000 50.000 10 Take adv of picked graps (the 'Start Ad') 193.02 50.000 50.000 10	Include: 18.88 42.54 4.26 I Image and managements that by modular grave (from Line 1 and 2) 18.88 42.54 4.26 I Tax and the modular grave (from Line 1 and 2) 18.18 52.265 4.26 4.26 I Tax and the modular grave (from Line 1 and 2) 18.18 52.265 4.26 4.26 I Tax and the product grave (from Line 1 and 1) 18.12.26 18.18.00 52.265 12.06 I Tax and the product grave (from Line 3 and 1) 10.000 12.012.26 10.000 <t< td=""><td></td><td>2 Fuel Aloshol & Other Products/Kerosene & Other Products by product group</td><td></td><td>OP01</td><td>4,500</td><td>13.049</td><td>4,250</td><td></td><td></td></t<>		2 Fuel Aloshol & Other Products/Kerosene & Other Products by product group		OP01	4,500	13.049	4,250		
4 Two Hole \$2.020 5 Two day hybrids graps (Jim 2 limss applicable role on Lime 4) \$2.021.54 \$4.02.05 6 Two day intered graps (Jim 2 limss applicable role on Lime 4) \$2.021.54 \$4.02.05 7 Holt cols of graps (Jim 2 limss applicable role on Lime 4) \$2.021.54 \$4.02.05 7 Holt cols of an of Limbs 4xx40) \$2.020.54 \$2.020.54 8 Two free day limited graps (Jim 2 limss Lime 8) \$2.000 \$2.000 10 Two free day limited graps (Jim 2 limss Lime 8) \$2.000 \$2.000 10 Two free day limited graps (Jim 2 limes 1) \$2.000 \$2.000 10 Two free day limited graps (Jim 2 limes 1) \$2.000 \$2.000 20 Total mode day limited graps (Jim 2 limes 1) \$2.000 \$2.000 20 Total mode day limited graps (Jim 2 limes 1) \$2.000 \$2.000 20 Total mode day limited graps (Jim 2 limes 1) \$2.000 \$2.000 20 Total mode day limited free day limited graps (Jim 2 limes 1) \$2.000 \$2.000 20 Total mode day limited free day limited limited free day limited graps (Jim 2 limited limit	4 Tax Marke 50.200 5 Tax Andre provider group (Jone 11 from suggestable sets on Line 4) 50.201 6 Tax Andre provider group (Jone 12 from Start 4) 76.11 7 Tax Tax Andre provider group (Jone 12 from Start 4) 50.000 7 Tax Tax Andre provider group (Jone 12 from Start 4) 50.000 7 Tax Tax Andre provider group (Jone 12 from Start 4) 50.000 8 Tax Tax Andre provider group (Jone 12 from Start 4) 50.000 9 Tax Tax Andre provider group (Jone 12 from Start 10) 50.000 10 Tax Tax Andre provider group (Jone 12 from Start 10) 50.000 11 Tax Tax Andre provider group (Jone 12 from Start 10) 50.000 12 Tax Tax Andre provider group (Jone 12 from Start 10) 50.000 12 Tax Tax Andre provider group (Jone 12 from Start 10) 51.204.40 12 Tax Tax Andre provider Group (Jone 12 from Start 10) 51.204.40 13 Tax Tax Andre provider Group (Jone 12 from Start 10) 51.204.40							1000		
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6 Tar due by product grang (bits 2 hores applicable role on lune 4) 12,225 34 54,425 75 6 Tar displanted ty product grang (bits 1 hores 1 and 4) 12,225 34 54,213 76 7 Tartin displanted grang (bits 1 hores 1 and 4) 12,323 34 54,313 76 International grang (bits 1 hores 1 and 4) International grang (bits 1 hores 1 hores 1) International grang (bits 1 hores 7 colspan="3">International grang (bits 1 hores 7 colspan="3">International grang (bits 1 hores 7 colspan="3") International grang (bits 1 hores 7 colspan="3") International (bits 1 hores 1) International (bits 1 hores 1)	1 Text delay produid grads (data States 1) 12.23.25 8.24.03.76 1 Text delay produid grads (data States 1) 74.01 13.23.34 84.83.76 1 Text delay produid grads (data States 1) 13.23.13.44 84.83.76 10 Text delay produid grads (data States 1) 13.23.73.41 84.83.76 10 Text delay produid grads (data States 1) 13.000 15.0000 15.0000 11 Text delay produid grads (data States 1) 13.13.74 142.20 15.05 11 Text delay produid grads (data States 1) 14.13.75 12.22.24 15.56 12 Text delay produid grads (data States 1) 14.13.75 12.22.24 15.56 12 Text delay produid grads (data States 1) 14.13.75 12.22.24 15.56 13 Text delay produid grads (data States 1) 14.13.75 15.25.44 14.14.14 13 Text delay produid grads (data States 1) 14.13.75 15.25.44.14 14.14.14 14 Text delay produid grads (data States 1) 14.14.14 14.14.14 14.14.14 14.14.14 14 Text delay produid grads (data States 1) 14.14.14 <t< td=""><td></td><td></td><td></td><td></td><td>\$0.1620</td><td>\$0,2020</td><td></td><td></td><td></td></t<>					\$0.1620	\$0,2020			
6 Take diplomed proping the Units in and (i) 502.00 7 Nettice dive Spreading proping Unit Units in and (i) 502.00 8 Take III and IIII and III and III and III and III and IIII and IIII and IIII and IIII and IIII and IIII and IIIIIIIIII	1 Tate darbanet by product group Table 1 41:00 B2:00 North too darby product group (than full cars bard to) 00000 10000 10000 10 Tate Kara Bary product group (than full cars bard to) 00000 11:03:13:14 11:03:13:14 10 Tate Kara Bary product group (than full cars bard to) 11:03:13:14 11:02:20 12:03:00 10 Tate Kara Bary product group (than full cars bard to) 11:03:15:14 11:03:15:15 11 Artic Kara Bary product group (than full cars bard to) 11:03:15:14:14:15:16:16:16:16:16:16:16:16:16:16:16:16:16:									
7 Next to de la product granç (futur di Lave 8 and 6) \$3,213,34 \$43,113,70 RECENCE - TRANSPORT DE CALINATION DE COLLINA 8 7 Trans Neuro \$50,000 \$50,000 \$50,000 9 Trans Neuro \$102,22 \$23,530 \$102,22 \$23,530 10 Trans Neuro de la productario per colluma \$102,22 \$23,500 \$100,000 11 Trans Neuro de la productario per colluma \$102,22 \$23,500 \$102,22 \$23,500 12 Trans Neuro de la productario progrado progrado per colluma \$102,22 \$23,500 \$102,22 \$23,500 13 Trans Neuro de la productario progrado per colluma transport per colluma \$102,22 \$23,500 \$102,224,40 \$23,500 \$102,244,40 \$102,104,100 \$102,104,	7 Most on large grand gr				7401					
International FEE CALCURATION OF COLUMN 0.0000 50.0000 50.0000 50.0000 In The Mark Strate Stylender group Stars Line 8() 176.4 176.5 522.25 525.55 10 These Mark Strate Stylender group Stars Line 8() 176.4 181.95 522.25 525.55 10 These Mark Strate Stars Stars Line 8() 176.4 181.95 181.75 523.65 20 Total and the find Stars Stars Line 8() 181.35 181.75 1	BitChing 3: The Standard and product pr				TAUT					
0 Task he date \$0.000 \$0.000 \$0.000 \$0.000 0 Task he date by protoci group (3.04.3 limes Line 8) \$10.14.37 \$10.22.9 \$20.50 10 Task he date by protoci group (3.04.3 limes Line 8) \$10.29.0 \$10.29.0 \$10.29.0 11 Task he date by protoci group (3.04.3 limes Line 8) \$10.29.0 \$10.29.0 \$10.29.0 11 Task he date by protoci group (3.04.2 limes Line 7) \$10.37.0 \$10.29.0 \$10.29.0 12 Task mode date by protoci group (3.04.2 limes Line 7 and 11) \$10.30.70 \$10.29.4.0 \$10.29.0 13 Task mode date limes Line 10) \$10.29.0.4.0 \$10.29.0.4.0 \$10.29.0.0	4 Tests for do lay model group (and 19 mons Line 8) 20,000 \$0,000 \$0,000 9 Tests for do lay model group (and 19 mons Line 8) 174,1 427,00 486,00 \$0,000 11 Netter for do lay model group (and 10 mons Line 8) 184,37 \$197,29 \$15,55 \$125,50 12 Tests for do lay model group (and 10 mons Line 8) 184,307 \$147,50 \$12,564,40 \$12,564 13 Test model dose (ban Line 12) \$12,564,40 \$12,564,40 \$12,564,40 \$12,564,40				100000	\$3,213,34	90.013.70			
9 The first first by short by product property product product property product property product property product property product p	1 Test for a data granded grande									
10 Task he adjustmet by product group TYA 1 425.00 456.00 50.00 11 Task he adjustmet by product group (him it loss 9 and 10) 10.84 111.72 110.00 11 Task he adjustmet by product prog (him it loss 9 and 10) 10.84.00 50.00 111.72 12 Task amount due by product prog (him Lines 7 and 11) 10.31.007.01 10.21.01.09 10.21.01.01 13 Task amount due (him Lines 7 and 11) 10.12.01.01 112.01.01 112.01.01	10 Task to adjustnet by priod grave (into the N ten 10) 100 for a start (into the N ten 10) 100 for a start (into the N ten 10) 10 Task to adjustnet grave (into the N ten 10) 100 for a start (into the N ten 10) 100 for a start (into the N ten 10) 100 for adjust (into the N ten 10) 100 for a									
11 Net trans for a drag production of those 34 we 10; \$244.57 \$137.29 \$235.55 SECTION 4: - AMOUNT CALCULATION OF COLUMN 1 \$137.29 \$235.55 21 Trait amount of all product group (flow them 7 net 11) \$13.007.91 \$42.115.95 \$255.55 31 Trait amount of all product group (flow them 7 net 11) \$13.007.91 \$42.115.95 \$43.107.91 31 Trait amount of glow them 7 junct (flow glow them 7 net 11) \$15.207.91 \$15.204.40	11 Not test % as its grander grand gra									
SECTION 4- AMOUNT DUE CALCULATION BY COLUMN 12 Tites amount de la typosticulation proj (Sau Linee 7 and 11) SECTION 4-101 - AMOUNT DUE SU3.307.91 SAUTO 31 SU3.307.91 SAUTO 31 Tites amount de (Saut Linee 7 and 11) SI SU3.307.91 SI SU3.307.91 SI SU3.307.91 SI SU3.307.91 SI SU3.307.91	INSECTION 4.4. ANXIVATI DISE CALCULATION 0.9 Y COLUMN IS3.307 PI IS3.707 PI				TFA1					
12 Trial amount does by produce types; then types 7 and 11) \$3,307.01 \$4,276.09 \$20.50 SECTION 14 10744. Amount doe	12 Total amount da la providar grave (han Live 17 ou 111) \$3.377 + 14.2715.99 \$32.56 \$12 23 Total amount das (han Live 12) \$12,244.40 \$12 \$12				0.00	\$94.57	\$197.29	\$25.50		
13 Total amount due (Sum Like 12) \$12,044.40	INSERTION & INDIAL AND/ANT DUE 13 Total amount due (fam Line 12) + -									
13 Total amount due (Burn Line 12) \$12,844.40	13 Total amount due (ban Line 12)					\$3,307.91	\$8,710.99	\$25.50	35	
	•									
	ē.		13 Total amount due (Sum Line 12)				\$12,044,40			
	Close									
	► Close									
•	Close									
	Close									
Ξ.	Close									
	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.

			Virginia Exe	VAETS			
Home 🕷 /		VAETS Tax Return					
Accounts Tax Return Refund Application Financial Maintenance	к к к	Virginia Department of Name: Tom's Fuel 1 Return Periot: Sequence: Tracking Number: View Schedules	Transport September - 2018 1 VATS0000541	TIN: Tax Type: Status:	*****4789 Fuel Alcohol Provider In Process	License: ReturnType: Submission Date:	VA00011572 Original
		Previous			Preview Return		

Click on Home to return to the Dashboard.


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

		Virg	Virginia Excise Tax System			VAETS		
Filer Dashboard	÷	1	om's Fuel Trar	nsport		Help 홈 JamesDoe@hotmail.com	m Logout (•	
🖶 Home			То	m's Fuel Transport				
O Accounts	د د	Filer Dashboard	~	Tax Return	~	Financial	~	
\$ Financial	K	Thomas A. Doe 123 Main Street Rethmod, Virginia 22236 #: Status 1 Active Update		View Return Create Return		Make Payment Make Payment View Liability		
		License #: Status O Create License	~		ß			
		Surety #: Status Add Surety	~					

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

bilities						
	TIN:*	***** 4789				
	Company Name:*	Tom's Fuel Tran	nsport			
License Number	0 License Type	🍦 Tax Type	Filing Period	ф Тах	👌 🛛 Tank Fee	Status
VA00011776	Blender	BL	2017/07	\$100.00	\$700.00	Paid
VA00011776	Blender	BL	2018/07	\$10,495.24	\$255.88	Unpaid
VA00011776	Blender	BL	2018/08	\$11,727.04	\$334.38	Unpaid
VA00011776	Blender	BL	2018/10	\$10,949.34	\$334.38	Unpaid
VA00011776	Blender	BL	2018/09	\$11,727.04	\$334.38	Unpaid
Showing 1 to 5 of 5 entries						Previous 1 Next
*Tax includes Tax & Defa	ault 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.



	w Virg	Virginia Excise Tax System		
Filer Dashboard 🗲	То	m's Fuel Transport		Help 온 JamesDoe会hotmait.com Logout (+
🐔 Home		Tom's Fuel Transpor	t	
 ✔ Accounts ✔ Tax Return ★ Financial 	Filer Dashboard		eate Return	Financial View Liability
	Create License Surety #: Status Add Surety	~	Þ	

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

	Virginia Excise Tax System	VAETS
VAETS Payment		
 Required Fields. In order to make a payment to the Virginia Department 	nent of Motor Vehicles (DMV), you must enter the following information:	
TIN:*	***** 4789	
Company Name:*	Tom's Fuel Transport	
Liability		
Liability:	Select v	
License:*	Select •	Blender - 2018/09 - \$12,061.40 Blender - 2018/10 - \$11,283.70 Blender - 2018/08 - \$12,061.40
Filing Period:	Select •	Blender 2018/07 \$10,051.10
Pay Amount*	\$ 0.00	
		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.

FITT Now	Virginia Excise Tax Sys	stem 🗸	VAETS	
VAETS Payment				
 Required Fields. In order to make a payment to the Virginia Department 	nent 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			
Credit(s):	\$ 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.

	Virginia Excise Tax System	VAETS
ETS Payment		
 Required Fields. In order to make a payment to the Virginia Depart 	ment of Motor Vehicles (DMV), you must enter the following information:	
TIN:*	4789	
Company Name:*	Tom's Fuel Transport	
Payment Mode		
Payment Type:*	Select Select	
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.

mere et belev vances	Virginia Excise Tax System	VAETS
VAETS Payment		
 Required Fields. In order to make a payment to the Virginia Departm 	nent of Molor 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		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.

Described where we have	Virginia Excise Tax System	VAETS
Summary		
Pay in Full:	\$ 12,087.62	
Other Payment Amount:	\$ 0.00	
Administrative Discount:	\$ 0.00	
Total Percentage Discount:	\$ 0.00	N
One Percent Discount:	\$ 0.00	b
Dealer Discount:	\$ 0.00	
Default Deduction:	\$ 0.00	
Tax Due.*	\$ 12,087.62	
Payment Amount.*	\$ 12,087.62	
Previous Cancel		Submit

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

Click on Submit to complete the process.

	Virginia Excise Tax System	VAETS
Filer Dashboard 🗧	Tom's Fuel Transport	Help 옴 JamesDoe@hotmail.com Logout (ㅎ
Home # / Paymer	at Confirmation	
O Accounts < Tax Return < \$ Financial ↓ \$ Payments ↓ ① Make a Payment	Thank you for the payment. Payment Details: Tax Type BL Payment Type eCheckt Payment Around \$12,007.62	
Payment History Wew Liabilities Credit Management < Maintenance <	Payment Date 11/23/3018 Receipt Number 183330019	Close

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.

		Virginia Ex	cise Tax Sy	VAETS		
ment History						
	TIN.* Company Name:*	*****2 Tom's Fuel Transport				
Тах Туре	Payment Type	Amount	Payment Date	Status	0	
BL	ACH Debit	\$10.00	12/07/2018	Unapplied	Actions -	
BL	eCheck	\$12,087.62	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	11/16/2018	Unapplied	Actions -	
то	ACH Debit	\$10,000.00	11/16/2018	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.

		Virgin	ia Excise Tax System	VAETS		
Filer Das	shboard ⊂	Tom's Fue	el Transport	Help 온 JamesDoe@hotmai	l.com Logout 🔂	
Home 🖀 /						
	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 associate	ed to the payment:				
	License Number	🖕 🛛 License Type	Tax Type 👌 Filing Period	Applied Amount	Payment Date	
	VA00011776	Blender	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.

	ω Virg	Virginia Excise Tax System			VAETS		
Filer Dashboard ←	۲	ſom's Fuel Transport		Help	名 JamesDoe@hotmail.com	Logout G	
A Home		Tom's Fue	l Transport				
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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

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.



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 an emails to:

VAETS_Support@dmv.virginia.gov.