Virginia Department of Taxation
Commonwealth of Virginia
www.tax.virginia.gov

Have Questions?
Visit the Department's website at
www.tax.virginia.gov or call 804-367-8037

Accelerated Sales and Use Tax Payment Coupon

Legislation first passed by the 2010 Virginia General Assembly and enacted by the 2015 Virginia General Assembly requires dealers meeting specific requirements to make accelerated sales and use tax payments for the month of June each year. Retail Sales and Use Tax Dealers who generated taxable sales and purchases of $2.5 million or more for the twelve-month period ending June 30, 2014, are required to make an accelerated payment.

The Department of Taxation sent notices to affected taxpayers in early June. If you reported total taxable sales and purchases of $2.5 million or more for the twelve-month period ending June 30, 2014, and you did not receive a notice, you should contact us at (804) 367-8037.

- This accelerated payment requirement is based on aggregate sales for all locations, regardless of the number of returns filed by the dealer.
- The amount of the payment is 90% of your June 2014 tax liability.
- Accelerated payments not made by the required date will be subject to a 6% penalty. The 6% penalty is computed on any late or unpaid accelerated sales tax due.

If your account is subject to electronic filing and/or payment requirements, you must make your accelerated sales tax payment electronically. For information on electronic payments, see **Electronic Funds Transfer** section on page 2.

The June 2015 accelerated payment will be due on June 25, 2015, for dealers paying by mail and June 30, 2015, for dealers who pay electronically. After making the accelerated payment, you should file your regular June return by July 20, 2015, and reconcile the accelerated payment with the actual June 2015 liability.

INSTRUCTIONS ON REVERSE – READ CAREFULLY

-- Do not submit the voucher shown below if you pay electronically --

Form ST-APC
(Doc ID 110)
Due June 25, 2015

Virginia Accelerated Sales and Use Tax Payment Coupon

A 6% penalty will be assessed if the payment is not made by the due date.
Mail to: Virginia Department of Taxation, PO Box 26627
Richmond, VA 23261-6627

Period Ending: **June 2015**

Account Number_____

Name_____

Address_____

City, State, ZIP _____

TOTAL PAID .

Accelerated Sales Tax and Reconciliation Instructions

STEP 1 – Make your Payment Timely

Electronic Funds Transfer: Payments submitted using Electronic Funds Transfer ("EFT") are due by June 30, 2015. There are 2 options available for submitting your payment electronically:

1. **VATAX Online** – Go to https://www.business.tax.virginia.gov and Enroll or Login today. After you login, you will be provided with accelerated payment instructions including how to schedule your payment in advance for June 30, 2015. Payments made online must be submitted on or before midnight on June 30, 2015. This option is available to in-state and out-of-state sales and use tax dealers.

2. **ACH Credit** – To use ACH Credit, contact your financial institution to make arrangements with them to credit the State's bank account with funds from your bank account. Your financial institution will tell you what ACH origination services it offers and any associated costs. Be sure to check your bank's schedule for payment processing to ensure your payment is received by June 30, 2015. Make sure you instruct your bank to identify the payment as being for the period ending June 30, 2015. For additional information about using ACH Credit, review a copy of the Electronic Payment Guide on our website at **www.tax.virginia.gov**.

Paper Check: Payments submitted by paper check must be postmarked on or before June 25, 2015. To avoid problems:

1. Use the voucher and return envelope provided in this mailer.
2. Do NOT include other returns or payments in the envelope with your accelerated payment and voucher.
3. Mail your payment to the address shown below.

STEP 2 – File Your June Tax Return by July 20, 2015

1. Complete your regular sales and use tax return exactly as if you had not made an accelerated payment.
2. Compute your tax liability without regard to the accelerated payment and enter the amount on your Retail Sales and Use Tax return as normal. If you are submitting a paper Virginia Retail Sales and Use Tax return, enter your net tax liability.
3. Determine the amount of tax you need to submit with your return as follows:

   A. Enter your June net tax liability (tax liability minus allowed dealer's discount): A. _____

   B. Enter the amount you submitted as your accelerated sales and use tax payment: B. _____

   C. Subtract B from A and enter the difference: C. _____

If B is greater than A, you owe no tax with your June 2015 tax return. Any overpaid amount will be carried forward to July and applied to your July tax liability. After you file your July return, if any amount is still overpaid, we will issue you a refund.

If A is greater than B, then pay only the difference when you file your June return. If filing a paper return, write "AST" across the top of the return.

Make sure this address shows through the window of the envelope.

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VIRGINIA DEPARTMENT OF TAXATION
ACCELERATED SALES AND USE TAX
PO BOX 26627
RICHMOND VA 23261-6627