

GUIDELINES FOR RETAIL SALES AND USE TAX REFUND CLAIM PROCEDURES

June 12, 2017

Beginning July 1, 2016, legislation enacted in the 2016 General Assembly Session, House Bill 398 and Senate Bill 444 (2016 *Acts of Assembly*, Chapters 484 and 303), prohibit a purchaser from receiving interest on a refund claim for erroneously paid Retail Sales and Use Tax for any period prior to the date the purchaser submits a complete refund claim to the Department of Taxation (“the Department”) in situations where, at the time of purchase, the purchaser held a valid exemption certificate issued to the purchaser by the Department but failed to present it to the dealer.

These Guidelines are intended to clarify the new legislation and to outline procedures for purchasers and dealers to request refunds from the Department in appropriate situations.

These Guidelines are exempt from the provisions of the Administrative Process Act (*Va. Code* § 2.2-4000 *et seq.*). Unless noted otherwise below, the General Provisions Applicable to All Taxes Administered by the Department of Taxation Regulations (23 *Virginia Administrative Code (VAC)* 10-20-10 *et seq.*) and the Retail Sales and Use Tax Regulations (23 *VAC* 10-210-10 *et seq.*) continue to apply. To the extent that the legislative change regarding the interest on certain refund claims conflicts with these regulations, the legislation supersedes the regulations, and these Guidelines, developed pursuant to the legislation, should be followed. As necessary, additional guidelines will be published and posted on the Department’s web site, www.tax.virginia.gov and appropriate changes to the regulations will be promulgated.

Exemptions from the Retail Sales and Use Tax

All sales or leases are subject to the tax until the contrary is established. The burden of proving that a sale, distribution, lease, or storage of tangible personal property is not taxable is upon the dealer unless he takes from the purchaser a certificate to the effect that the property is exempt. A completed and valid exemption certificate will relieve the dealer of liability for the payment or collection of the tax, except upon notice that the certificate is no longer acceptable. The certificate must be signed by and bear the name and address of the purchaser; indicate the number of the certificate of registration, if any, issued to the taxpayer; indicate the general character of the tangible personal property sold, distributed, leased, or stored, or to be sold, distributed, leased, or stored under a blanket exemption certificate; and must be substantially in such form as prescribed by the Department. (Source: *Va. Code* § 58.1-623)

The majority of Virginia Retail Sales and Use Tax exemption certificates are “self-executed” or “self-issued” by the taxpayer. Currently, the Department only issues exemption certificates to taxpayers who are engaged in specific types of businesses such as (1) data centers and their tenants under *Va. Code* § 58.1-609.3(18); (2) pollution control equipment and facilities under *Va. Code* § 58.1-609.3(9); (3) real

property contractors allowed to purchase tangible personal property exempt of the tax in limited circumstances; and (4) (effective January 1, 2018) resellers of stamped cigarettes under *Va. Code* § 58.1-623.2. The Department also issues exemption certificates to organizations meeting the requirements for the non-profit entity exemption under *Va. Code* § 58.1-609.11. To obtain an exemption certificate issued by the Department, the taxpayer must apply in writing to the Department and demonstrate that it meets the statutory requirements for exemption.

For any exemption from the tax, the courts apply the rule of strict construction against the exemption. That is, statutory tax exemptions are strictly construed against the taxpayer, with doubts resolved against the exemptions. (See, e.g., *Department of Taxation v. Wellmore Coal Company*, 228 Va. 149; 320 S.E.2d 509 (1984); *Dep't of Taxation v. Progressive Community Club, Inc.*, 215 Va. 732 (1975); and *Commonwealth of Virginia v. Research Analysis Corporation*, 214 Va. 161, 198 S.E.2d 622 (1973))

Any dealer collecting the sales or use tax on an exempt or non-taxable transaction must remit the erroneously or illegally collected tax to the Tax Commissioner unless the tax has been refunded to the customer or credited to his account. (Source: *Va. Code* § 58.1-625(C))

Refunds

Refunds By Dealers

Dealers must refund sales or use tax erroneously collected on transactions exempt or not subject to the tax directly to the customer when requested to do so by the customer, except in certain very limited situations: (1) the dealer believes the transaction was properly subject to the tax; (2) the dealer is no longer in business; or (3) refunding the tax would cause an undue financial hardship to the dealer because the amount of the refund exceeds twice his average Virginia Retail Sales and Use Tax monthly liability.

Dealers are entitled to recover the amount of sales tax refunded or credited to a customer that was previously reported and remitted to the Department on their Retail Sales and Use Tax Return or their Out-of-State Dealer's Use Tax Return for the month in which the refund or credit is made. The dealer should report the item's sales price on the exempt sales line on the applicable return. The dealer's sales tax liability for the month is thus reduced by the sales tax amount refunded. Dealers are required to maintain supporting documentation regarding refunds and credits to customers along with the return worksheet in their records. (Source: *Va. Code* § 58.1-633)

Likewise, dealers and others registered for use tax who have erroneously remitted use tax to the Department on their purchases may recover the tax paid on their return for the for the month in which the correction is made. They should reduce their taxable purchases by the item's cost price in order to recover the amount of use tax that was previously remitted to the Department in error.

In the event that a dealer cannot recover the amount of tax paid to the Department on their return for the month in which the error is recognized or in the next succeeding period, they may file an amended return with the Department seeking a refund.

Example 1

Customer purchases an item from Dealer and pays sales tax of \$5.00 on the transaction. A month later, stating that the transaction qualified for a sales tax exemption, Customer asks Dealer for a refund of the sales tax paid. Customer does not provide Dealer with an exemption certificate and Dealer believes that the transaction was taxable.

As Dealer believes that the transaction was subject to tax, Dealer must refuse to refund or credit Customer the sales tax paid on the transaction.

Example 2

Customer purchases an item from Dealer and pays sales tax of \$5.00 on the transaction. A month later, Customer provides Dealer with a valid exemption certificate for the transaction and requests a refund of the sales tax paid.

Dealer must refund Customer the sales tax paid on the transaction and is entitled to recover the amount of the refund on his return for the month in which the refund was paid.

Example 3

Customer purchases an item from Dealer and pays sales tax of \$50,000 on the transaction. Ten days later, and prior to Dealer remitting the sales tax to the Department, Customer provides Dealer with a valid exemption certificate for the transaction and requests a refund of the sales tax paid.

As the sales tax paid has not been remitted to the Department, Dealer cannot show an undue financial hardship that would prevent Dealer from refunding or crediting Customer the sales tax paid. Dealer must refund or credit Customer the sales tax paid on the transaction.

Example 4

Customer purchases an item from Dealer and pays sales tax of \$50,000 on the transaction. A month later, Customer provides Dealer with a valid exemption certificate for the transaction and requests a refund of the sales tax paid. Dealer has an average monthly sales tax liability of \$35,000.

As Dealer has sufficient sales to recover the sales tax refunded or credited to Customer on his sales tax return in two months, Dealer cannot show an undue financial hardship that would prevent Dealer from refunding or crediting Customer

the sales tax paid. Dealer must refund or credit Customer the sales tax paid on the transaction.

Example 5

Customer purchases an item from Dealer and pays sales tax of \$50,000 on the transaction. Two years later, Customer provides Dealer with a valid exemption certificate for the transaction and requests a refund of the sales tax paid. Dealer has an average monthly sales tax liability of \$15,000. Dealer does not have enough cash on hand to refund the sales tax and Customer cannot use a credit to his account in such a large amount.

As the amount collected in error exceeds the Dealer's average sales tax liability for two months, refunding or crediting the amount would cause an undue financial hardship on Dealer. Dealer may refuse to refund or credit Customer the sales tax paid on the transaction and should advise Customer to seek a refund from the Department of Taxation, as discussed below. Dealer must explain his reason for refusing to make the refund or credit on the Vendor Certification Form he must complete concerning the error.

Refunds by the Department of Taxation

In cases where the dealer is unable to provide a refund or credit the customer's account when requested, the customer may apply directly to the Department for a refund of the tax. Customers must make every effort, however, to receive a refund or credit for the tax directly from the dealer prior to requesting a refund from the Department. If a dealer filed a timely return and deducted dealer's discount under Va. Code § 58.1-622 for the period for which the refund is claimed, the amount of refund will be reduced by the dealer's discount taken by the dealer. The customer's only recourse for recovering the amount of sales tax paid but not remitted to the Department by the dealer due to the dealer discount is from the dealer. The Department will not refund any amount of sales tax that was not remitted. (Source: 23 VAC 10-210-3040)

Refund Procedures

Procedures for Refunds from a Dealer

A dealer who accepts a returned item for a refund or credit of the sales price, must refund or credit the customer the amount of sales tax paid by the customer at the time of purchase. This includes any dealer discount that the dealer did not remit to the Department. The dealer should retain sufficient documentation from the customer to demonstrate that, at a minimum, the sales tax was paid on the item; the date the sales tax was paid on the item; and the sales tax was refunded or credited to the customer's account. The dealer also must be able to document when the sales tax was remitted to the Department and to which locality the sales tax was allocated when recovering the amount of sales tax previously reported and remitted to the Department.

Example 6

Customer purchases an item from Dealer for a sales price of \$100.00 on July 1, 2017 and pays \$5.30 in sales tax for a total of \$105.30. Dealer remits \$5.25 in sales tax to the Department and keeps \$0.05 as his dealer discount. Dealer has a 45-day return policy for a refund. Customer returns the item on August 1, 2017.

Dealer should refund Customer \$105.30, the total amount paid by Customer for the item. Dealer should retain documentation to show that the sales tax of \$5.30 was paid at the time of purchase, July 1, 2017, and that the sales tax was refunded to the customer. Dealer should reduce his sales tax liability on his next Retail sales tax return by \$5.25, the amount of sales tax previously reported and remitted to the Department.

Similarly, if a purchaser did not present a valid Retail Sales and Use Tax exemption certificate at the time of purchase and paid sales tax on an item that qualified for exemption from the tax, the purchaser is entitled to a refund of the amount of sales tax paid upon presentation of the valid exemption certificate. Likewise, when refunding the sales tax to the customer, the dealer must include any discount that he did not remit to the Department. The dealer should retain the same documentation from the customer as required above for a returned item as well as a copy of the customer's exemption certificate, at a minimum.

Example 7

Customer has a valid "self-issued" sales tax exemption certificate. Customer purchases an item qualifying for the exemption from Dealer for a sales price of \$100.00 on July 1, 2017 but fails to present the exemption certificate. Dealer properly charges Customer sales tax of \$5.30, for a total of \$105.30. Dealer remits \$5.25 in sales tax to the Department and keeps \$0.05 as his dealer discount. Customer subsequently realizes that the purchased item qualified for an exemption. On August 1, 2017, Customer presents Dealer with the exemption certificate and requests a refund of the sales tax.

Dealer should refund Customer \$5.30, the total sales tax paid by Customer for the item. Dealer should keep a copy of the exemption certificate as well as documentation to show that the sales tax of \$5.30 was paid at the time of purchase, July 1, 2017, and that the sales tax was refunded to the customer. Dealer should reduce his sales tax liability on his next return by \$5.25, the amount of sales tax previously reported and remitted to the Department.

Refund Procedures for Dealers and Other Businesses Registered with the Department

In the event that a dealer or any other person registered with the Department for the Retail Sales and Use Tax seeks to use their return to recover an amount of tax

erroneously reported and remitted to the Department, he must complete a Vendor Certification Form, Refund Claimant Return, and Refund Request Spreadsheet and maintain these in his records to support any credit taken. The Refund Request Spreadsheet is considered part of the Refund Claimant Return. (See page A-4 in Appendix A for the Vendor Certification Form, pages A-1 and A-2 in Appendix A for the Refund Claimant Return, and page A-3 in Appendix A for the Refund Request Spreadsheet)

In the event that a dealer or other person registered with the Department cannot recover the amount of tax paid to the Department using his returns for the next two months, he must file an amended return with the Department seeking a refund. The refund request must be accompanied by a complete Refund Claimant Return, Refund Request Spreadsheet, and Vendor Certification Form. More information regarding amended returns can be found in regulation 23 VAC 10-20-180, Amended Returns Claiming a Refund.

Procedures for Customers to Seek Refunds from the Department

Any person who has paid sales tax on an exempt transaction upon which the dealer is unable to provide a refund or credit of the tax must adhere to the following process and file a complete Refund Claimant Return, along with a Refund Request Spreadsheet, with the Department in order to receive a refund of the tax remitted to the Department by the dealer. The Refund Request Spreadsheet is considered part of the Refund Claimant Return. (See pages A-1 and A-2 in Appendix A for the Refund Claimant Return and page A-3 in Appendix A for the Refund Request Spreadsheet)

The purchaser should provide a copy to the dealer, who should ensure that all of the information in the spreadsheet is accurate.

At a minimum, the Refund Claimant Return must provide:

- Purchaser's full legal name and business/trade name;
- Purchaser's federal employer identification number or social security number;
- Purchaser's contact information, if an individual, or that of a responsible officer;
- Proof of Exemption;
- Reason given by dealer for not allowing the exemption;
- Amount of refund requested;
- Date of purchase(s);
- Declaration that the tax has not been refunded or credited to the purchaser by the Department or the dealer and that the purchaser will immediately send any duplicate refund to the Department; and
- Authorization for the Department to communicate with and to receive and inspect records from any dealer regarding the claim for refund.

Additionally, the purchaser must submit a Refund Request Spreadsheet (Excel

spreadsheets are preferred). The Refund Request Spreadsheet is considered part of the Refund Claimant Return. The Refund Request Spreadsheet must list, at a minimum, for each transaction:

- Dealer's name;
- Invoice number;
- Invoice date;
- Tax paid on invoice items for which refund is requested;
- Date tax was remitted to the Department – this information should be provided by the dealer on the Vendor Certification Form (See "Vendor Certification Form" below for more information) ;
- Locality allocated the local option tax for each transaction on the invoice – this information should be provided by the dealer on the Vendor Certification Form (See "Vendor Certification Form" below for more information) ;
- Brief description of the items purchased; and
- Explanation of why the items qualified for exemption.

The purchaser also must submit copies of all invoices and other documentation demonstrating that the transactions qualify for an exemption, embedded into the spreadsheet by line item. Examples of documentation the purchaser should provide include, but are not limited to, exemption certificates, contracts, purchase orders, credit memos, and agreements.

Documentation provided by the purchaser must establish the validity of the claim and is subject to verification by audit of the purchaser's accounting books and records for the period involved. The purchaser also should have cancelled checks available to document proof of payment upon request.

Additional information may be requested by the Department as needed, including, but not limited to system access, contracts, and any information deemed necessary to validate refund payments. The Refund Claimant Return and a template of the Refund Request Spreadsheet are available on the Department's website, www.tax.virginia.gov.

Vendor Certification Form

The Refund Claimant Return must also be accompanied by a Vendor Certification Form completed by each dealer from whom the purchaser requested a refund of tax paid on exempt transactions and such vendor is unable or unwilling to issue a refund. A Vendor Certification Form does not need to be provided for any dealer who is no longer in business. In this situation, the purchaser should provide a statement that the business is closed. (See page A-4 in Appendix A for the initial Vendor Certification Form)

The dealer, if an individual, or a responsible officer for the dealer must complete the Vendor Certification Form and provide:

- Dealer's full legal name;

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- Dealer's business/trade name;
- Dealer's sales and use tax registration number;
- Responsible officer's name and contact information;
- Customer's exemption certificate; and
- Reason for not refunding or crediting the tax to the purchaser.

The responsible officer must certify that the Refund Claimant Return correctly lists:

- Items that were sold by the dealer to the purchaser;
- Date of sale;
- Amount of tax charged to the purchaser;
- Date the tax was remitted to the Department; and
- Locality allocated the local option tax for each transaction.

The responsible officer must also certify that:

- The dealer has not refunded or credited the tax to the purchaser; and
- The dealer has not and will not request a refund of the tax or take a credit for such tax.

The Vendor Certification Form is available on the Department's website, www.tax.virginia.gov.

Filing Procedures

The Department requests that purchasers send Refund Claimant Returns, Refund Request Spreadsheets, and Vendor Certification Forms to the Department by e-mail or by physical mail on an electronic medium such as a DVD, CD, or Flash Drive. Refund claims should be sent to:

Refund Coordinator
Virginia Department of Taxation
Post Office Box 5771
Richmond, Virginia 23220-0771
refund.coordinator@tax.virginia.gov

Once the Department has received a Refund Claimant Return and supporting documentation, the Department will review them for completeness. A Refund Claimant Return is considered complete when all the appropriate documentation to substantiate the refund claim is received.

If the Refund Claimant Return is not complete, the Department will notify the purchaser that information is missing. The purchaser will then have 60 days to provide the Department with the missing information. All supporting documentation required for the processing of the refund claim must be provided upon request within 60 days. If the

taxpayer does not provide the requested information within the required time period or the Refund Claimant Return is not complete, the refund claim will be decided on the information submitted.

Refund Claim Outcome Form

The Department will issue the purchaser a Refund Claim Outcome Form with the amount of the refund approved or denied by the Department. The denial of a refund claim will be deemed an assessment, and a taxpayer may file an administrative appeal if the taxpayer does not agree with the denial of a portion or all of a refund claim. (See “Appeal Rights” below for more information) (See page A-5 in Appendix A for the initial Refund Claim Outcome Form)

Statute of Limitations

Complete requests for refunds of erroneously or illegally collected and remitted taxes must be filed within three years from the last day prescribed by law for the timely filing of the original return to be within the statute of limitations mandated by *Va. Code* § 58.1-1823. Refund requests filed after the statute of limitations has expired will be denied. Generally, the tax must be remitted to the Department by dealers when filing their return on or before the 20th day of the month following the reporting period of the dealer. This applies regardless of whether the refund is issued by the dealer or by the Department.

For purposes of satisfying the three-year statute of limitations, an incomplete Refund Claimant Return is not sufficient. If a refund claim is denied and a taxpayer files a new Refund Claimant Return for the same transaction, the date of the request for purposes of the statute of limitations will be the date the Department receives the new Refund Claimant Return, not the date of the first refund claim that was denied.

Example 8

Purchaser erroneously pays sales tax on an exempt transaction on August 1, 2014 to Dealer who files and remits the tax on a monthly basis. Dealer subsequently goes out of business. On January 1, 2017, Purchaser files an incomplete Refund Claimant Return with no copy of the invoice for the transaction or any other documentation. The Department notifies Purchaser that the Refund Claimant Return is incomplete and that he has 60 days to provide a copy of the invoice. Purchaser provides the additional information on February 1, 2017.

As Dealer filed and remitted the tax on a monthly basis, Purchaser must file a complete Refund Claimant Return within three years from September 20, 2014, to be within the statute of limitations. The incomplete Refund Claimant Return filed on January 1, 2017 is not sufficient to satisfy or extend the limitations period. As the date of the complete Refund Claimant Return, February 1, 2017, is within the three years from the last day of prescribed for timely filing the original return,

the Refund Claimant Return is timely filed as of February 1, 2017.

Example 9

Purchaser erroneously pays sales tax on an exempt transaction on August 1, 2014 to Dealer who files and remits the tax on a monthly basis. Dealer subsequently goes out of business. Purchaser files an incomplete Refund Claimant Return, with no copy of the invoice for the transaction or any other documentation, on May 1, 2017. The Department notifies Purchaser that the Refund Claimant Return is incomplete and that he has 60 days to provide a copy of the invoice. Purchaser does not provide any additional information and the refund claim is denied. Purchaser subsequently files a complete Refund Claimant Return for the same transaction on September 21, 2017.

As Dealer filed and remitted the tax on a monthly basis, Taxpayer must file a complete Refund Claimant Return within three years from September 20, 2014, to be within the statute of limitations. As the date of the complete Refund Claimant Return, September 21, 2017, is more than three years from the last day prescribed for timely filing the original return, the limitations period has run and the refund claim will be denied. The incomplete Refund Claimant Return filed on May 1, 2017, is not sufficient to satisfy or extend the limitations period.

Interest

Generally

Interest is required to be paid upon the overpayment, or any moneys improperly collected, of any tax administered by the Department at a rate equal to the rate of interest established pursuant to *Va. Code* § 58.1-15. The rate of interest on refunds is the "Overpayment Rate" established pursuant to § 6621(a)(2) of the *Internal Revenue Code*, plus two percent. Interest accrues from a date 60 days after the date of the payment of the tax, or 60 days after the last day prescribed by law for such payment, whichever is later, on such overpayments of tax. (Source: *Va. Code* § 58.1-1833; 23 VAC 10-20-200)

Dealers are not required to pay interest on refunds to their customers. The Department will not pay interest on sales tax refunded to a dealer unless the interest is passed on to the purchaser. The Department is required to pay interest to purchasers that apply directly to the Department for refunds. (Source: *Va. Code* § 58.1-1833; 23 VAC 10-20-200)

Example 10

Purchaser holds a "self-issued" exemption certificate and erroneously pays sales tax on an exempt transaction on January 1, 2016 to Dealer. Purchaser presents the valid exemption certificate to Dealer and requests a refund of the sales tax on

July 1, 2016.

Dealer refunds the sales tax to Purchaser, but does not refund interest. Dealer reduces his sales tax liability on his next return by the amount of the refunded sales tax. Dealer may not reduce his sales tax liability for interest on the sales tax as interest was not paid to Purchaser.

Example 11

Purchaser holds a “self-issued” exemption certificate and erroneously pays sales tax on an exempt transaction on January 1, 2016 to Dealer. Purchaser presents the valid exemption certificate to Dealer and requests a refund of the sales tax on July 1, 2016.

Dealer refunds the sales tax to Purchaser and pays interest to Purchaser at the “Overpayment Rate” plus two percent, accruing from 60 days after the payment of the tax, February 29, 2016. Dealer reduces his sales tax liability on his next Retail Sales and Use Tax Return by the amount of refunded sales tax and the interest on his next sales tax return.

Example 12

Purchaser holds a “self-issued” exemption certificate and erroneously pays sales tax on an exempt transaction on August 1, 2014 to Dealer. Dealer subsequently goes out of business. Purchaser files a complete Refund Claimant Return with the Department on January 1, 2017.

Purchaser would receive a refund of the sales tax paid on the exempt transaction and interest on the tax accruing from 60 days after the date of the payment of the tax, September 29, 2014.

Interest on Refunds from Department-Issued Exemption Certificates

During the 2016 Session, the General Assembly enacted House Bill 398 (2016 *Acts of Assembly*, Chapter 484) and Senate Bill 444 (2016 *Acts of Assembly*, Chapter 303), which prohibit a purchaser from receiving interest on a refund claim for erroneously paid Retail Sales and Use Tax for any period prior to the date the purchaser submits a complete refund claim to the Department in situations where the purchaser held a valid exemption certificate issued by the Department at the time of purchase but failed to present it to the dealer. The prohibition does not apply to “self-executed” or “self-issued” exemption certificates that purchasers download from the Department’s website and complete and sign.

Example 13

Purchaser holds an exemption certificate issued by the Department and

erroneously pays sales tax on an exempt transaction on August 1, 2014 to Dealer because he failed to present the exemption certificate to Dealer. Dealer subsequently goes out of business. Purchaser files a complete Refund Claimant Return with the Department on January 1, 2017.

Purchaser would receive a refund of the sales tax paid on the exempt transaction and interest on the tax accruing from the date Taxpayer submitted a complete refund claim to the Department, January 1, 2017.

Example 14

Purchaser holds an exemption certificate issued by the Department and erroneously pays sales tax on an exempt transaction on August 1, 2014 to Dealer because he failed to present the exemption certificate to Dealer. Dealer subsequently goes out of business. Purchaser files an incomplete Refund Claimant Return with the Department with no copy of the invoice for the transaction or any other documentation on January 1, 2017. The Department notifies Purchaser that the Refund Claimant Return is incomplete and that he has 60 days to provide a copy of the invoice. Purchaser provides the additional information on February 1, 2017.

Purchaser would receive a refund of the sales tax paid on the exempt transaction and interest on the tax accruing from the date Purchaser submitted a complete refund claim to the Department, February 1, 2017.

Penalties

The Refund Claimant Return, along with the accompanying documents, is a return for purposes of the Retail Sales and Use Tax and subject to all applicable penalties:

- Any person who willfully signs a return which he does not believe to be true and correct as to every material matter is guilty of a Class 1 misdemeanor. (Source: *Va. Code* § 58.1-11)
- An exemption certificate holder may be assessed a penalty of up to \$1,000 for the misuse of the exemption certificate by the holder or by any other person who, with the consent or knowledge of such holder, has misused the certificate. The penalty shall be assessed and collected as a part of the tax. (Source: *Va. Code* § 58.1-623.1)
- In the case of a false or fraudulent return where willful intent exists to defraud the Commonwealth of any Retail Sales and Use Tax, a specific penalty of fifty percent of the amount of the proper tax shall be assessed. (Source: *Va. Code* § 58.1-635)

- The penalty for making a false or fraudulent return with intent to evade the Retail Sales and Use Tax, making a false or fraudulent claim for refund, or giving or knowingly receiving a false or fraudulent exemption certificate is a Class 1 misdemeanor. (Source: *Va. Code* § 58.1-636)

Appeal Rights

Virginia Code § 58.1-1821 gives a taxpayer the right to an administrative appeal of an assessment issued by the Department, if the taxpayer believes that the department has incorrectly assessed tax, penalty or interest. The denial of a refund claim is deemed to be an assessment, and a taxpayer may file an administrative appeal if the taxpayer does not agree with the denial of a portion or all of a refund claim.

The Department strictly enforces the 90-day limitations period for filing a timely administrative appeal. A taxpayer must file a complete appeal within 90 calendar days after the date of assessment. For purposes of appealing a refund claim, the date of assessment would be the date of the Refund Claim Outcome Form. More information regarding Administrative Appeals can be found in regulation 23 VAC 10-20-165, Administrative Appeals.

Example 15

Purchaser files a Refund Claimant Return on January 1, 2017, for sales tax paid on a transaction he claims was exempt. The Department subsequently determines that transaction was taxable and denies the refund claim by issuing a Refund Claim Outcome Form dated March 1, 2017.

Purchaser has a right to an administrative appeal of the denial of the refund claim. In order for the appeal to be considered timely, Purchaser must file a complete appeal regarding the denial of the refund within 90 days from the date of the Refund Claim Outcome Form (May 30, 2017).

Power of Attorney

In order for the Department to discuss confidential tax matters relating to the refund claim with an alternate party, a completed Form PAR 101 must accompany the Refund Claimant Return. The official and preferred Power of Attorney Form of the Department is Form PAR 101, which can be found on the Department's website, www.tax.virginia.gov. *Virginia Code* § 58.1-1834 requires the Department to provide a copy of any written correspondence, documentation or any other written materials that relate to a tax matter for which a taxpayer has filed a Power of Attorney Form to the person named to act under that express authority.

Additional Information

These Guidelines are available on-line in the Laws, Rules & Decisions section of the Department's website, located at www.tax.virginia.gov/content/welcome-laws-rules-decisions. For additional information, please contact the Department at (804) 367-8037 or visit www.tax.virginia.gov.

Approved:

A handwritten signature in black ink, reading "Craig M. Burns", written over a solid horizontal line.

Craig M. Burns
Tax Commissioner

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APPENDIX A – INITIAL FORMS FOR REFUND PROCEDURE FROM
THE DEPARTMENT**

REFUND CLAIMANT RETURN – Page 1

Refund Claimant Return

 COMMONWEALTH of VIRGINIA <i>Department of Taxation</i> www.tax.virginia.gov			
Refund Claimant Return			
Please Print			
Taxpayer Name			
FEIN/SSN			
VA Tax ID			
Address			
Telephone			
This refund is for sales and use tax paid during the period of		MM/YY	MM/YY
Amount of Refund Requested: \$ _____			
Taxpayer Contact Information			
Name			
Title			
Phone No			

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APPENDIX A – INITIAL FORMS FOR REFUND PROCEDURE FROM THE DEPARTMENT

REFUND CLAIMANT RETURN – Page 2

Refund Claimant Return
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		<p>COMMONWEALTH of VIRGINIA Department of Taxation www.tax.virginia.gov</p>
Mark X in the box		
<input type="checkbox"/> Box 1	Refund Claimant Return	All requested information on Page 1 and 2 of this form must be completely filled out.
<input type="checkbox"/> Box 2	Refund Request Spreadsheet	The refund request spreadsheet must be filled out by the customer requesting the refund first. Unless the tax was self-accrued by the customer, the vendor needs to complete Column 5 and Column 9. See the Refund Request Spreadsheet Instructions for additional details. Please note: No application for refund will be processed without this completed spreadsheet attached.
<input type="checkbox"/> Box 3	Vendor Certification	This form is to be completed by each Vendor you are requesting a refund from. All forms must be included in the refund package to be considered complete.
Certification		
This section is to be completed by the refund claimant.		
I authorize the Virginia Department of Taxation to 1) communicate with any vendor relating to this claim for refund and 2) receive and inspect records from the vendor for transactions relating to this claim for refund and such other information as may be necessary to verify and facilitate this claim for refund.		
I certify under penalty of law that the amount of sales and use tax for which I am submitting this claim for refund has NOT been refunded or credited to me by TAX or the vendor to whom the tax was previously paid. I will immediately send payment for any duplicate refund to the Virginia Department of Taxation, Refund Coordinator, P O Box 5771 Richmond, VA 23220		
Print Name & Title of Responsible Officer (Power of Attorney not valid)		
Signature of Responsible Officer		
Date		
If your claim results from an overpayment to a vendor and includes a refund of sales and use tax paid to more than one vendor, you must attach a separate Refund Request Spreadsheet and a separate Vendor Certification Form for each vendor and summarize your total refund claim on page 1 of this form.		
Questions:		
Telephone:		
Website:	www.tax.virginia.gov	

Guidelines for Retail Sales and Use Tax Refund Claim Procedures **APPENDIX A – INITIAL FORMS FOR REFUND PROCEDURE FROM THE DEPARTMENT**

REFUND CLAIMANT RETURN INSTRUCTIONS

REFUND CLAIMANT RETURN

INSTRUCTIONS

Page 1 Instructions

Purpose: The purpose of this form is to summarize your sales and use tax refund request. The total of all Refund Request Spreadsheets must total to the amount of refund requested.

Line Instructions:

1. Taxpayer Name—Enter the full legal name of the entity requesting a refund from TAX
2. FEIN/SSN—Enter the Federal Employee Identification Number or Social Security Number if a Sole Proprietorship
3. VA Tax ID—Enter the 15 digit Virginia Tax ID Number
4. Address—Enter the physical address for the corporate headquarters
5. Telephone—Enter the Tax Department or Accounting Department Phone Number
6. Refund Period—Enter the period or periods you are requesting for refund
7. Amount of Refund Requested—Enter the sales and use tax amount you are requesting
8. Taxpayer Contact Information

- Name—Enter the name of the individual who can be contacted by TAX regarding the refund request
- Title—Enter the Title of the individual named above
- Phone No—Enter the phone number of the individual named above

Page 2 Instructions

Box 1

Refund Claimant Return—Check this box to indicate that you have completed and enclosed the form.

Box 2

Refund Request Spreadsheet—Check this box to indicate that a Refund Request Spreadsheet for each vendor is included in your request for refund.

Box 3

Vendor Certification Form—Check this box to indicate the form is enclosed if required. For additional information, see the Vendor Certification instructions.

Certification—A responsible officer of the entity must sign the form. Please include the printed name and title of the officer and the date. No power of attorney signatures will be accepted.



Guidelines for Retail Sales and Use Tax Refund Claim Procedures

APPENDIX A – INITIAL FORMS FOR REFUND PROCEDURE FROM THE DEPARTMENT

REFUND REQUEST SPREADSHEET INSTRUCTIONS

Refund Request Spreadsheet Instructions

The Refund Request Spreadsheet is to be completed and submitted in electronic format (Excel). This form can be located at: <http://www.tax.virginia.gov>. For purposes of satisfying the three-year statute of limitations, an incomplete Refund Claimant Return is not sufficient. The Refund Request Spreadsheet is considered part of the Refund Claimant Return. Failure to provide all applicable information and supporting documents will result in the application being considered incomplete. If a refund claim is denied and a taxpayer files a new Refund Claimant Return for the same transaction, the date of the request for purposes of the statute of limitations will be the date the Department receives the new Refund Claimant Return, not the date of the first refund claim that was denied.

Column 1	Invoice Date Enter the date of the invoice in month year format.
Column 2	Invoice # Enter the invoice number indicated on the invoice.
Column 3	Vendor Name Enter the name of the vendor from which the purchase(s) was/were made.
Column 4	State Enter the Vendor State.
Column 5	Locality Code (Vendor provides line item information if reported as sales tax and customer provides line item information if reported as consumer use tax) Enter the locality code where the sales tax was reported on the return.
Column 6	Amount of Refund Requested from Invoice Enter the total amount of the invoice before tax. Do not include any tax that was paid on the invoice. Note: The amount of tax paid should be entered in Column 7.
Column 7	Tax Paid on Refund Invoice Items Enter the amount of tax paid on the item(s).
Column 8	Accrued (A) or Paid to Vendor (V) Enter an A if tax was accrued or a V if tax was paid to vendor.
Column 9	Date Submitted to TAX (Vendor provides date submitted if reported as sales tax and customer provides date submitted if reported as consumer use tax) If tax was accrued, enter the month and year the accrued amounts were remitted to TAX. The associated Sales Tax Return may be requested. If tax was paid to the vendor, the vendor should enter the month and year the tax was submitted on their monthly sales tax return.
Column 10	Item(s) Purchased Provide a brief description of the items purchased.
Column 11	Image Link Attach (link) copies of documentation to support the refund claim. Initial documentation is the refund invoice. Additional, documentation may include, but is not limited to, cancelled checks (proof of payment), exemption certificates, credit memos, purchase orders, etc. Additional information may be requested as needed. You will have 60 days to respond to a request for additional documentation.
Column 12	Comments (include reason exempt, and/or why refund requested) Indicate the reason the items purchased are exempt, and/or why a refund of tax paid is being requested.



Guidelines for Retail Sales and Use Tax Refund Claim Procedures
APPENDIX A – INITIAL FORMS FOR REFUND PROCEDURE FROM
THE DEPARTMENT
VENDOR CERTIFICATION FORM

Vendor Certification

		COMMONWEALTH of VIRGINIA Department of Taxation www.tax.virginia.gov	
Vendor Certification			
This section is to be completed by vendor. Retain copy for records			
<p>Your customer conducted an examination of their records and determined they paid sales tax to you, the vendor referenced below, on property that qualified for exemption from the tax. Please verify the taxes were remitted as indicated on the spreadsheet and enter the date the tax was reported on your sales tax return in Column 9 (Date tax submitted to TAX). Your customer must provide a valid certificate of exemption with this request. <u>Be sure to include the contact information and signature of an authorized representative of your company on this form.</u> After the tax has been reimbursed to your customer by refund or credit memo, the vendor referenced below will be entitled to recover the amount refunded by taking a credit for tax on their monthly sales and use tax return or by applying in writing to the Virginia Department of Taxation, www.tax.virginia.gov for a refund. (To be determined)</p>			
Vendor	Legal Name	< Type Vendor Name >	
	FEIN	< Type Vendor FEIN >	
	Business/Trade Name	< Type Vendor Trade Name >	
	Telephone Number	< Type Vendor Telephone >	
	Contact Person	< Type Vendor Contact Person >	
	Title	< Type Vendor Contact Person's Title >	
Vendor Certification			
<p>I have read and examined this document and attest to the fact that the items listed in the schedule of invoices in the Refund Request Spreadsheet were sold by me and that the proper sales and use tax was charged, reported and remitted to TAX. I, (the vendor), have taken the following action: <u>(Place an X in the box beside one of the statements below.)</u></p>			
<input type="checkbox"/>	Have refunded or credited the customer the items listed in the Refund Request Spreadsheet on <enter date of refund/credit memo>. I am authorized to sign this document and will be taking a credit of tax on my monthly sales and use tax return or applying in writing to the Virginia Department of Taxation for the proper refund. Please note: Credit can be taken up to the amount of taxable sales measure for the period. Any carryover should be applied to the next month's return.		
<input type="checkbox"/>	Have not refunded or provided the customer a credit memo on any of the items listed in the Refund Request Spreadsheet and have not requested a refund or taken credit on any sales and use tax return. I am authorized to sign this document. I further declare that I will not request a refund of tax for any sales included in this request.		
Box 2	Reason: _____		
Signature of Person Authorized by vendor			
Print Name			
Title			
Date			

Guidelines for Retail Sales and Use Tax Refund Claim Procedures APPENDIX A – INITIAL FORMS FOR REFUND PROCEDURE FROM THE DEPARTMENT

VENDOR CERTIFICATION FORM INSTRUCTIONS

Vendor Certification Instructions

Purpose: This form must be completed by the vendor to verify when sales and use taxes were paid and submitted to TAX and to confirm the correct locality information.

Line instructions:

1. Legal Name—enter the full legal name of the vendor that paid the sales and use tax to TAX
2. FEIN—enter the Federal Employee Identification Number
3. Business/Trade Name—enter the trading as name for the legal entity named above
4. Telephone Number—enter the telephone number for the contact person
5. Contact Person—enter the name of the individual who can be contacted by TAX regarding the refund request
6. Title—enter the title of the individual named above

Vendor Certification:

Box 1

Check box 1 if you have refunded or credited your customer the sales and use tax requested. Enter the date you refunded the tax. Please note: If the tax is refunded by you, you are required to maintain all documentation to support the deduction taken on your sales and use tax return. If you are applying directly to TAX for the refund, you must include all documentation provided by the customer in order for your refund package to be complete. If you are filing an amended return, a copy of this vendor certification must accompany the return.

Box 2

Check box 2 if you have not refunded or credited your customer the sales and use tax requested and enter the reason. You are still obligated to furnish your customer information for the Refund Request Spreadsheet. Column 5 locality information and column 9 date tax paid information **must be completed by you and furnished to your customer**. For additional information, please see the Refund Request Spreadsheet instructions.

Name, Title, Signature & Date

This form must be signed by an authorized individual on behalf of the vendor. Please sign, print and date the form.



**Guidelines for Retail Sales and Use Tax Refund Claim Procedures
APPENDIX A – INITIAL FORMS FOR REFUND PROCEDURE FROM
THE DEPARTMENT**

REFUND CLAIM OUTCOME FORM

Refund Outcome Form

To be completed by TAX.

 COMMONWEALTH of VIRGINIA Department of Taxation www.tax.virginia.gov	
REFUND CLAIM OUTCOME FORM	
Taxpayer Information	
Taxpayer Name	
FEIN/SSN	
VA Tax ID	
Address	
Telephone	
Taxpayer Contact Information	
Name	
Title	
This refund is for sales and use tax paid during the period of	
	MM/YY MM/YY
Original Amount of Refund Requested: \$ _____	
Final Refund Approved:	
Tax	_____
Interest (If applicable)	_____
Authorized Refund Total \$	_____
This Form shows the amount of refund approved. Enclosed is a separate report that includes documentation for the approved refund.	
Pursuant to §58.1-1821, if you do not agree with the results shown above, you have the right to file an administrative appeal with TAX within a 90 day period based on the date of the Refund Outcome Form located below.	
Approval Information	
Auditor Information	Supervisor Information
Name	
Title	
E-mail	
Phone No	
Signature	
Date	
Website:	www.tax.virginia.gov