Virginia Department of Taxation



760CG Substitute Forms – Vendor Test Scripts

Tax Year 2016

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Overview

The Virginia Department of Taxation (the Department) designed this document for the 760CG Substitute Vendor Forms Test Scripts.

This document provides the required test criteria for the Software Vendors to ensure that the following conditions are met for proper processing of customer information via the Tax Department's paper processing systems.

- software is correctly formatted
- edits agree with Virginia specifications
- returns will have no math errors
- required fields are present
- required fields will post to the Department's databases

The 760CG submissions should consist of 6 total return packages.

6 sets of Form 760CG and all associated schedules

- Set 1 full filled / full field variable / alternating characters (per Test Scenario # 5)
- Sets 2, 3, 4 & 5 criteria incorporated from test samples per the 760CG Substitute Forms Test Scripts NOTE: Codes may not be duplicated amongst samples.
- Set 6 blank set of returns and schedules

Exact positioning of all field elements includes anchors, 1D barcodes and 2D barcodes; these specifications are detailed in the 760CG Exact Positioning Specifications – Tax Year 2016 document

Rev. 09/23/2016

Information for the overall Substitute Form process is located on the Substitute Forms page in the <u>Guidelines and</u> Standards for Formatting, Content and Approval.

760CG Test Scenarios

- Test Scenario # 1 Single Parent (Refund)
- Test Scenario # 2 Married, Filling Separate (Tax Due)
- Test Scenario # 3 Married, Filling Joint (Tax Due)
- Test Scenario # 4 Married, Filing Joint (Refund)
- Test Scenario # 5 Max Full-Filled

Test Scenario # 1 – Single Parent (Refund)

Objective – File an Amended 2016 760CG Tax Return complete with related schedules using the test criteria provided.

Demographics			
Taxpayer AAAA	SSN: 400-00-7002	DOB: 04/15/1971	
Dependent BBBB	SSN: 400-00-7004	DOB: 02/01/1999	
Filing Status	Status 1 – Federal Head	of Household	
Address	123 Main Street	123 Main Street	
	Suffolk, VA 23432		
Locality	800		
Driver's License Identification	T67364512		
Driver's License Issue Date	06/27/2011	06/27/2011	
Phone Number	(804) 231-5678		
Income & Withholding Information			
Employer / Payer FEIN/ITIN	Yes	Yes	
Number of Income Sources	Minimum of 1		
Number of Withholding Sources	Minimum of 1	Minimum of 1	
Withholding Source Type	W2		
Deductions & Credits			
Standard Deduction	Yes		
Federal Earned Income Credit		Yes	
Virginia Low Income Credit	Yes		
Contributions			
Number of VA529 Programs Claimed	8 total, including 1 for CollegeAmerica		
Beneficiaries	2 beneficiaries with VA52	2 beneficiaries with VA529 contributions • Person 1 – BBBB • Person 2 – TTTT	
	Person 1 – BBBI		
Number of Other Voluntary Contributions		Minimum of 1	
Sales and Use Tax	Yes – populate with amo	Yes – populate with amount greater than 0	
Overpayment / Refund			
Overpayment / Refund	Yes	Yes	
Туре	Direct Deposit		
		e a refund due even after	
	contributing to the VA529	9 Program.	
Preparer Information	T		
Authorization to Discuss with Preparer	Yes		
Filing Election	2		

Test Scenario # 2 – Married, Filing Separate (Tax Due)

Objective – File an Original 2016 760CG Tax Return complete with related schedules using the test criteria provided.

Test Scenario Values

Taxpayer CCCC	Demographics			
Status S	Taxpayer CCCC	SSN: 400-00-7005	DOB: 09/15/1947	
Address 320 Country Road Yorktown, VA 23692	Taxpayer DDDD	SSN: 400-00-7015	DOB: 06/12/1950	
Yorktown, VA 23692 199	Filing Status	Status 3 – Married, Filing Separate		
Locality	Address			
Phone Number - Taxpayer CCCC (757) 213-5678		Yorktown, VA 23692		
Phone Number - Taxpayer DDDD Income & Withholding Information Employer / Payer FEIN/TIN Number of Income Sources Minimum of 2 per Taxpayer Include 1 for Pension Include 1 for Pension Include 1 for Pension Include 1 for Farm Gross Sales Number of Withholding Sources Minimum of 1 per Taxpayer Taxpayer CCCC - W2 Taxpayer DDDD - 1099MISC Exemptions, Additions, Subtractions & Deductions Exemption Type Blind Taxpayer Number of Additions Minimum of 1 Age Deduction Claimed Yes State Income Tax Overpayment Yes Number of Subtractions Itemized Deductions Yes State/Local Income Tax (federal Schedule A) Number of Deductions Minimum of 2 Itemized Deductions Winimum of 2 Itemized Deductions Winimum of 2 Itemized Deductions Winimum of 2 Populate 1 code with Code 112 Populate 1 code wit	Locality	199		
Income & Withholding Information Finding Filing	Phone Number – Taxpayer CCCC			
Employer / Payer FEIN/ITIN Number of Income Sources Minimum of 2 per Taxpayer Include 1 for Pension Include 1 for Farm Gross Sales Number of Withholding Sources Withholding Source Type Taxpayer CCCC – W2 Taxpayer DDDD – 1099MISC Exemptions, Additions, Subtractions & Deductions Exemption Type Blind Taxpayer Number of Additions Exemption Type Number of Additions Age Deduction Claimed Yes State Income Tax Overpayment Yes Number of Subtractions Itemized Deductions Yes State/Local Income Tax (federal Schedule A) Yes Number of Deductions Political Contribution Political Contribution Yes Number of Other Voluntary Contributions (VAC) – Tax Due Adjustments to Amount of Tax Addition to Tax – 760C Consumer's Use Tax Yes Other Filing Information Schedule FED/CG Information Schedule FED/CG Information Schedule Type Minery Gredits Card Yes Schedule C.CEZ and/or F Mileage Claimed Yes Pyes Pyes Authorization to Discuss with Preparer Yes Preparer Information Authorization to Discuss with Preparer Yes Preparer Information Authorization to Discuss with Preparer Yes Preparer Information Authorization to Discuss with Preparer	Phone Number – Taxpayer DDDD			
Number of Income Sources Minimum of 2 per Taxpayer Include 1 for Pension Include 1 for Farm Gross Sales				
Include 1 for Pension Include 1 for Farm Gross Sales	Employer / Payer FEIN/ITIN	Yes		
Number of Withholding Sources Number of Withholding Sources Withholding Source Type Taxpayer CCCC - W2 Taxpayer DDDD - 1099MISC Exemptions, Additions, Subtractions & Deductions Exemption Type Blind Taxpayer Number of Additions Age Deduction Claimed Yes State Income Tax Overpayment Number of Subtractions Hemized Deductions State/Local Income Tax (federal Schedule A) Number of Deductions Ves Number of Deductions Folitical Contribution Political Contribution Yes Number of Credits (CR) Number of Other Voluntary Contributions (VAC) – Tax Due Adjustments to Amount of Tax Addition to Tax – 760C Consumer's Use Tax Other Filing Information Schedule Type Schedule Type Schedule SC, C-EZ and/or F Minior Minior Nes Schedule SC, C-EZ and/or F Minior Minior Yes Schedule Type Schedule SC, C-EZ and/or F Minior Minior Yes Schedule FeD/CG Information Yes Credit Card Preparer Information Authorization to Discuss with Preparer Yes Credit Card Preparer Information Authorization to Discuss with Preparer Yes	Number of Income Sources	Minimum of 2 per Taxpaye	r	
Number of Withholding Sources Withholding Source Type Taxpayer CCCC - W2 Taxpayer CCCC - W2 Taxpayer DDDD - 1099MISC Exemptions, Additions, Subtractions & Deductions Exemption Type Blind Taxpayer Number of Additions Age Deduction Claimed Yes State Income Tax Overpayment Number of Subtractions Itemized Deductions Yes State/Local Income Tax (federal Schedule A) Number of Deductions Winimum of 2 Itemized Deductions Number of Deductions Winimum of 2 • Populate 1 code with Code 112 • Remaining code(s) per vendor's choice Credits & Contribution Political Contribution Ves Number of Other Voluntary Contributions (VAC) - Tax Due Adjustments to Amount of Tax Addition to Tax - 760C Consumer's Use Tax Addition to Tax - 760C Consumer's Use Tax Other Filing Information Other Filing Information Schedule TbyC Information Schedule TbyC Information Schedule TbyC Information Tax Due Information Yes Populate CCC - W2 Taxpayer CDCD - W2 Taxpayer DDDD - 1099MISC Taxpayer DDDD - 1099MISC Minimum of 1 Tax Due Information Yes Yes Office Use Only Details Yes - populate with ABC2468 Schedule TbyC Information Yes Tax Due Information Yes Preparer Information Authorization to Discuss with Preparer Yes		 Include 1 for Pensi 	on	
Withholding Source Type Taxpayer CCCC - W2 Taxpayer DDD - 1099MISC		Include 1 for Farm Gross Sales		
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Itemized Deductions				
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Populate 1 code with Code 112 Remaining code(s) per vendor's choice Credits & Contributions Political Contribution Yes Number of Credits (CR) Minimum of 3 Number of Other Voluntary Contributions (VAC) – Tax Due Minimum of 3 Adjustments to Amount of Tax Addition to Tax – 760C Yes Consumer's Use Tax Yes Other Filing Information Obtain Electronic 1099G Yes Office Use Only Details Yes – populate with ABC2468 Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Yes Tax Due Information Tax Due Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Pesson Payment Schedules C, C-EZ and Preparer Authorization to Discuss with Preparer Pesson Payment Schedules C, C-EZ and Preparer Preparer Information Authorization to Discuss with Preparer Pesson Payment Schedules C, C-EZ and Preparer Preparer Information Authorization to Discuss with Preparer	State/Local Income Tax (federal Schedule A)			
Political Contribution Political Contribution Number of Credits (CR) Number of Other Voluntary Contributions (VAC) – Tax Due Adjustments to Amount of Tax Addition to Tax – 760C Consumer's Use Tax Other Filing Information Obtain Electronic 1099G Office Use Only Details Schedule FED/CG Information Schedule Type Mileage Claimed Tax Due Payment Type Payment Type Authorization to Discuss with Preparer Pess Payment Type Authorization to Discuss with Preparer Pess Payment Type Payment Type Authorization to Discuss with Preparer Yes Pass Payment Type Payment Type Authorization to Discuss with Preparer Yes	Number of Deductions	Minimum of 2		
Credits & Contribution Political Contribution Yes Number of Credits (CR) Number of Other Voluntary Contributions (VAC) – Tax Due Adjustments to Amount of Tax Addition to Tax – 760C Consumer's Use Tax Other Filing Information Obtain Electronic 1099G Office Use Only Details Schedule FED/CG Information Schedule Type Mileage Claimed Tax Due Payment Type Payment Type Credit Card Preparer Information Yes Minimum of 3 Minimum of 2 Minimum of 3 Minimum of 3 Minimum of 2 Minimum of 2 Minimum of 2 Minimum of 2		 Populate 1 code wi 	ith Code 112	
Political Contribution Yes Number of Credits (CR) Minimum of 3 Number of Other Voluntary Contributions (VAC) – Tax Due Minimum of 3 Adjustments to Amount of Tax Addition to Tax – 760C Yes Consumer's Use Tax Yes Other Filing Information Obtain Electronic 1099G Yes – populate with ABC2468 Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Yes Tax Due Information Tax Due Yes Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes		Remaining code(s) per vendor's choice		
Number of Credits (CR) Number of Other Voluntary Contributions (VAC) – Tax Due Adjustments to Amount of Tax Addition to Tax – 760C Consumer's Use Tax Other Filing Information Obtain Electronic 1099G Office Use Only Details Schedule FED/CG Information Schedule Type Schedule Type Mileage Claimed Tax Due Payment Type Payment Type Authorization to Discuss with Preparer Minimum of 3 Minimum of 1 Yes				
Number of Other Voluntary Contributions (VAC) – Tax Due Minimum of 3 Adjustments to Amount of Tax Addition to Tax – 760C Yes Consumer's Use Tax Yes Other Filing Information Obtain Electronic 1099G Yes Office Use Only Details Yes – populate with ABC2468 Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Yes Tax Due Information Tax Due Yes Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes	Political Contribution			
Addition to Tax – 760C Yes Consumer's Use Tax Yes Other Filing Information Obtain Electronic 1099G Yes – populate with ABC2468 Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Yes Tax Due Information Tax Due Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes				
Addition to Tax – 760C Consumer's Use Tax Yes Other Filing Information Obtain Electronic 1099G Office Use Only Details Schedule FED/CG Information Schedule Type Schedule C, C-EZ and/or F Mileage Claimed Tax Due Information Tax Due Payment Type Authorization to Discuss with Preparer Yes Yes Yes Yes Yes Credit Card		Minimum of 3		
Consumer's Use Tax Other Filing Information Obtain Electronic 1099G Office Use Only Details Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Tax Due Information Tax Due Payment Type Authorization to Discuss with Preparer Yes Yes Yes Yes Yes Yes Yes				
Other Filing Information Obtain Electronic 1099G Office Use Only Details Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Yes Tax Due Information Tax Due Payment Type Payment Type Authorization to Discuss with Preparer Yes Yes				
Obtain Electronic 1099G Office Use Only Details Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Tax Due Information Tax Due Payment Type Authorization to Discuss with Preparer Yes Yes Yes Credit Card		Yes		
Office Use Only Details Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Yes Tax Due Information Tax Due Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes Yes Yes				
Schedule FED/CG Information Schedule Type Schedules C, C-EZ and/or F Mileage Claimed Yes Tax Due Information Tax Due Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes	Obtain Electronic 1099G	Yes		
Schedules C, C-EZ and/or F Mileage Claimed Yes Tax Due Information Tax Due Yes Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes	Office Use Only Details	Yes – populate with ABC2468		
Mileage Claimed Tax Due Information Tax Due Payment Type Preparer Information Authorization to Discuss with Preparer Yes Yes Credit Card Yes	Schedule FED/CG Information			
Tax Due Information Tax Due Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes	71	Schedules C, C-EZ and/or F		
Tax Due Yes Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes		Yes		
Payment Type Credit Card Preparer Information Authorization to Discuss with Preparer Yes				
Preparer Information Authorization to Discuss with Preparer Yes		Yes		
Authorization to Discuss with Preparer Yes	Payment Type	Credit Card		
	Preparer Information			
Filing Floation	'			
Filling Election 3	Filing Election	3		

Test Scenario # 3 – Married, Filing Joint (Tax Due)

Objective – File an Original 2016 760CG Tax Return complete with related schedules using the test criteria provided.

Test Scenario Values

Demographics			
Taxpayer EEEE	SSN: 400-00-7003	DOB: 05/14/1948	
Taxpayer FFFF	SSN: 400-00-7013	DOB: 06/03/1948	
Filing Status Change	Yes		
Filing Status	Status 2 – Filing Joint		
Address Change	Yes		
Address	444 Happy Street		
	Hampton, VA 23669		
Locality	650		
Phone Number – Taxpayer EEEE	(757) 642-1357		
Phone Number – Taxpayer FFFF	(757) 642-1357		
Income & Withholding Information	1 (1 0 1) 0 1 1 1 1 1 1		
Employer / Payer FEIN/ITIN	Yes		
Number of Income Sources	Minimum of 2 per Taxpayer		
	Include 1 for Out-of		
	Include 1 for Pension		
	Include 1 for Farm 0		
Number of Withholding Sources	Minimum of 1 per Taxpayer		
Withholding Source Type	Taxpayer EEEE – 1099OID		
Withinolating Godice Type	Taxpayer FFFF – 1099B		
Exemptions, Additions, Subtractions & Deductions	тахраустттт тозов		
Interest on Obligations of Other States	Yes		
Number of Additions	Minimum of 2		
Fixed Date Conformity			
Number of Subtractions	Yes Minimum of 2		
Itemized Deductions			
State/Local Income Tax (federal Schedule A)	Yes Yes		
Number of Deductions	Minimum of 2		
Spouse Tax Adjustment	Yes		
Out-of-State Information	165		
Number of States	50		
Number of States	NOTE: This represents 49 states plus DC, though only		
	41 states are eligible to claim the credit. This will test		
	the expanded 2D Barcode for the OSC.		
Border State	Yes	or the OSO.	
Other Return Filing Status	2		
Credits & Contributions	2		
Number of Credits (CR)	Minimum of 4		
Number of Credits (CIV)	Minimum of 4 • Populate 2 credits with new credits		
	 Populate 2 credits with new credits Remaining credits per vendor's choice 		
Number of Other Voluntary Contributions (VAC) – Tax Due	Minimum of 2	Der Verlauf S Choice	
Addition to Tax – 760C	Yes		
Schedule FED/CG Information	1 65		
Schedule Type	Schodules C. C. E7 and/or I		
Mileage Claimed	Schedules C, C-EZ and/or F		
	Yes		
Schedule Type	Schedule 2106 or 2106-EZ		
Mileage Claimed Tax Due Information	Yes		
	LVoc		
Tax Due	Yes		
Payment Type	Check with Form 760-PMT		
Preparer Information	l Vaa		
Authorization to Discuss with Preparer	Yes		
Filing Election	2		

Test Scenario # 4 – Married Filing Joint (Refund)

Objective – File an **Original** 2016 760CG Tax Return complete with related schedules using the test criteria provided.

Test Scenario Values

Demographics		
Taxpayer GGGG	SSN: 400-00-7004	DOB: 02/02/1958
Taxpayer HHHH	SSN: 400-00-7014	DOB: 08/19/1959
Filing Status	Status 2 – Filing Joint	•
Address Change	Yes	
Address	888 Pepper Street	
	Louisa, VA 23093	
Locality	109	
Driver's License Identification – Taxpayer GGGG	A74185296	
Driver's License Issue Date – Taxpayer GGGG	01/0/2012	
Driver's License Identification – Taxpayer HHHH	T25836914	
Driver's License Issue Date – Taxpayer HHHH	06/14/2013	
Phone Number – Taxpayer GGGG	(540) 531-2468	
Phone Number – Taxpayer HHHH	(540) 531-2468	
Income & Withholding Information	•	
Employer / Payer FEIN/ITIN	Yes	
Number of Income Sources	Minimum of 1 per Taxpayer	
Number of Withholding Sources	Minimum of 1 per Taxpayer	
Withholding Source Type	Taxpayer GGGG – W2	
	Taxpayer HHHH – W2	
Additions, Subtractions & Deductions		
Number of Additions	Minimum of 1	
Fixed Date Conformity	Yes	
Number of Subtractions	Minimum of 1	
Contributions		
Number of Other Voluntary Contributions – Refund Only	Minimum of 1	
Number of Other Voluntary Contributions – Refund or Tax Due	Minimum of 1	
Other Filing Information		
Deceased	Yes – secondary taxpayer	
Schedule FED/CG Information		
Schedule Type	Schedule 4562	
Mileage Claimed	Yes	
Overpayment / Refund		
Overpayment / Refund	Yes	
Туре	Paper Check	
Preparer Information		
Authorization to Discuss with Preparer	Yes	
Filing Election	2	

Test Scenario # 5 - Max Filled

Objective

Objective – File an original 2016 760CG Tax Return complete with all schedules using the test criteria provided. Max fill all fields. Verify each field for exact position and length on the Form 760CG return series package.

Values for consecutive fields must not be the same or it will interfere with the testing process.

Test Scenario Values

- Alpha fields display alternating values of 'A', 'B' and/or 'C'
- Numeric fields display alternating values
- Date fields display null value of '9'
- Alphanumeric fields display value with 'A' and '9'
- Checkboxes display 'X'
- Forms
 - o Form 760CG
 - o Schedule ADJ/CG
 - o Schedule CR/CG
 - o Schedule FED/CG
 - o Schedule INC/CG
 - Schedule OSC/CG
 - o Schedule VAC/CG
 - Schedule VACS/CG