



## COMMONWEALTH of VIRGINIA

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### MEMORANDUM

TO: Clerks of the Circuit Courts

FROM: Melinda L. Pearson, Director  
General Accounting

SUBJECT: Certification of Recordation Tax Collections

The Department of Accounts is implementing a web-based reporting system for the Certification of Recordation Tax Collections called the Financial Certification Website. This website will allow localities to certify that they have reconciled recordation tax collections to CARS. The Financial Certification website is located on the DOA Home Page ([www.doa.virginia.gov](http://www.doa.virginia.gov)) under "Links". The on-line process will replace the paper form that has been required every month. The Financial Certification Website Administrative Manual provides procedures for use of the new on-line certification process which also can be found on DOA's website at [http://www.doa.virginia.gov/General\\_Accounting/Confirmation/Certification\\_Manual\\_Clerk.pdf](http://www.doa.virginia.gov/General_Accounting/Confirmation/Certification_Manual_Clerk.pdf).

As part of the process of preparing the system for use, we will need to set up security access for your locality. We are allowing access for the Clerk and two (2) alternates. A Certification of Locality Reconciliation to CARS Reports Security Maintenance Form will need to be completed for access. The timely submission of the Certification is the responsibility of the Clerk. Accordingly, access to the web-based reporting system should be granted by the Clerk. The Certification of Locality Reconciliation to CARS Reports Security Maintenance Form should be completed online by the Clerk. Once the 'Submit to DOA' button (located at the top of the form) is clicked, an email will be generated and sent to the appropriate staff at DOA ([certification@doa.virginia.gov](mailto:certification@doa.virginia.gov)). The security form is located on DOA's website at [http://www.doa.virginia.gov/General\\_Accounting/Forms/Certification\\_Security\\_Form\\_Locality.pdf](http://www.doa.virginia.gov/General_Accounting/Forms/Certification_Security_Form_Locality.pdf). Detailed instructions regarding completing the form can be found in the Administrative Manual.

The web-based reporting system will be available for use beginning with the March Certification. If you have any questions or concerns, please contact Donna Rabender at (804) 225-3063.