

August 2, 2010

**MEMORANDUM**

TO: Clerks of the Circuit Courts

FROM: Melinda L. Pearson, Assistant 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 will be located on the DOA Home Page 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 can be found on DOA's website at [www.doa.virginia.gov/](http://www.doa.virginia.gov/) .

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 Security Maintenance Form will need to be completed for access. The timely submission of the Certification is the responsibility of the Clerk. Accordingly, any access to the web-based reporting system should be granted by the Clerk as indicated by your signature on the accompanying form. The Security Maintenance Form is located on DOA's website at [www.doa.virginia.gov/](http://www.doa.virginia.gov/) and detailed instructions for completing the form are included in the Financial Certification Website Administrative Manual.

The web-based reporting system will be available for use beginning with the July Certification. The Security Maintenance form may be faxed to (804) 225-4250 or mailed to DOA, General Accounting, POB 1971, Richmond, VA 23218-1971. If you have any questions or concerns, please contact Donna Rabender at (804) 225-3063.