

Loudoun County Commissioner of the Revenue
Efile Instructions
www.loudoun.gov/efile
Step By Step Business Renewal Instructions
(For businesses that have already registered in our system)

Important tips:

You will always know that you have completely filled out the information on the entire page when a blue button appears at the bottom of the screen directing you to the next page or to complete your filing. If you do not see the blue button, then information is missing or has been entered incorrectly.



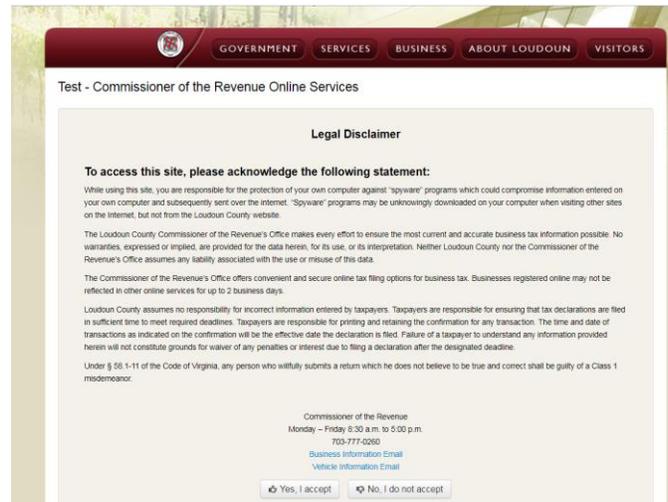
Red boxes will appear over an area with further instruction if there is an error.



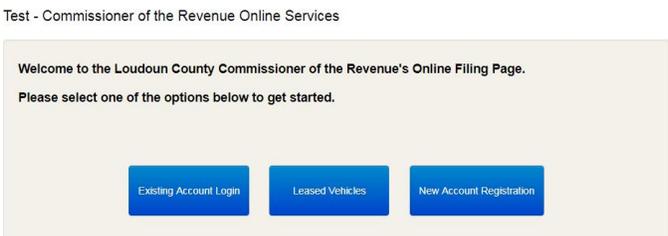
The online system does not allow dashes in tax ID numbers or phone numbers.

The online system requires any dollar amount to be reported in a decimal format with dollars and cents. For example: 25.00 is correct but 25 will not be accepted.

The first page of efile will contain a legal disclaimer that must be accepted. After reading and if you agree:
Choose



Choose



Enter the following:

- Zip code for the account's mailing address
- The six digit account number that was assigned to you
- The tax ID number for the business (FEIN or SSN).

You will be taken to your account(s) with Loudoun County.

Select [View/File](#).

Any time you enter your account, you will be given the option to update information.

To update information, click [Edit](#) in the information area that needs to be updated. Save the updated information and select [Continue >](#).

If you do not have any information to update, click [Continue >](#) at the bottom of the page.



Test - Commissioner of the Revenue Online Services

This is a login form titled "Existing Accounts". It contains three input fields: "Mailing Zip Code" with the value "20166", "Account #" with the value "589105", and "Federal ID or SSN" with a masked value "*****". There are "Login" and "Clear" buttons, and a "Back" button at the bottom.

Test - Commissioner of the Revenue Online Services

Account List

Account Number	Type	Account Name	Account Mailing Address	
589105	Business	Asset Education LLC	21641 RIDGETOP CIR STERLING VA 20166-6597	View/File

Logout



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Account Information Confirmation

Account #: 589105 [Change Account Mailing Address](#)

Account Name: Asset Education LLC

Account Mailing Address: 21641 RIDGETOP CIR STERLING VA 20166-6597

Additional Account Information [Edit](#)

Please note not all fields are applicable to all Account types.

Email	male.garman@loudoun.gov	VA DPOR Contractor No.
VA Retail Sales and Use Number		Business Telephone
Web Address		State Sales Tax
Local Telephone	7032415656	Fax
International Phone		Ownership Type

You will arrive at the Billable items page where you will file each year.



Look in the **Action Required?** column. All rows that display a red "X" will alert you to filings that are required and the green "✓" denotes that the item has been filed already.

Click the drop down arrow in the Actions column on the row of the item requiring filing and select "FileView".

If you have prior years to file, you will see a statement in red "This account has unfiled prior year installments".

To see all the years requiring action, choose the top right box "Filter by Filing Status" and choose "All" from the drop down.

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Account Billable Items

Account No: 599105
 Account Name: Asset Education LLC
 Account Mailing Address: 21641 RIDGETOP CIR STERLING VA 20166-6597

Account Management Register a Vehicle Apply for New Business License Close Business Location

Filter By: Action Required

Tax Type: Business License

License Number	License Name	Tax Code	Tax Code Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
514121	Asset Education	104	Business Service	21641 RIDGETOP CIR STERLING 20166 6597 VA US	1/7/2017		Business License	X Filing Required	

Tax Type: Business Personal Property

License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
514121	Asset Education	21641 RIDGETOP CIR STERLING 20166 6597 VA US	1/7/2017		Computer Equipment	X Filing Required	
514121	Asset Education	21641 RIDGETOP CIR STERLING 20166 6597 VA US	1/7/2017		Furniture and Fixtures	X Filing Required	

Account Management Register a Vehicle Apply for New Business License Close Business Location

Filter By: Action Required

Tax Type: Business License

License Number	License Name	Tax Code	Tax Code Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
514121	Asset Education	104	Business Service	21641 RIDGETOP CIR STERLING 20166 6597 VA US	1/7/2017		Business License	X Filing Required	File/View Close

Tax Type: Business Personal Property

License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
514121	Asset Education	21641 RIDGETOP CIR STERLING 20166 6597 VA US	1/7/2017		Computer Equipment	X Filing Required	File/View Close
514121	Asset Education	21641 RIDGETOP CIR STERLING 20166 6597 VA US	1/7/2017		Furniture and Fixtures	X Filing Required	File/View Close

License #: 514121
 License Name: Asset Education
 Location: 21641 RIDGETOP CIR STERLING 20166 6597 VA US
 Tax Code: 104 Business Service

This account has unfiled prior year installments.

Filter by Tax Year: 2019 Filter by Filing Status: All

Installment	Taxed From	Taxed To	Taxable Value	Status
1	1/1/2019	12/31/2019	\$0.00	Prior Installment Filings must be Completed First View Filing

Logout Return To Billable Items

License #: 514121
 License Name: Asset Education
 Location: 21641 RIDGETOP CIR STERLING 20166 6597 VA US
 Tax Code: 104 Business Service

This account has unfiled prior year installments.

Filter by Tax Year: 2019, 2019, 2018, 2017, All Filter by Filing Status: All

Installment	Taxed From	Taxed To	Taxable Value	Status
1	1/1/2019	12/31/2019	\$0.00	Prior Installment Filings must be Completed First View Filing

Logout Return To Billable Items

Installments that require action will appear. Always start with the oldest year and continue up to the current year.

Select **View Filing** to complete the filing for the selected row. If there are several rows that require filing, click “Return To Billable Items” after submitting each filing to return to complete the additional filings.

License #: 514121
 License Name: Asset Education
 Location: 21641 RIDGETOP CIR STERLING 20166 6597 VA US
 Tax Code: 104 Business Service

Filter by Tax Year: All
 Filter by Filing Status: All

Installment	Taxed From	Taxed To	Taxable Value	Status	
1	1/1/2019	12/31/2019	\$0.00	Prior Installment Filings must be Completed First	View Filing
1	1/1/2018	12/31/2018	\$0.00	Prior Installment Filings must be Completed First	View Filing
1	1/1/2017	12/31/2017	\$0.00	Unfiled and Can Be Filed	View Filing

Logout Return To Billable Items

Filing Business Personal Property

To file Business Personal Property, you will enter a total for the “Original Purchase Price” of your assets in the corresponding “Purchase Year” box. The total for the “Original Purchase Price” is calculated by listing assets with their original purchase price, grouping them by the year they were obtained, and adding the original purchase prices of all assets grouped by year for a yearly asset total. Yearly totals may change from year to year as you add and dispose of items on your asset list. The amounts entered in these boxes will re-appear at each year’s filings and may be edited to reflect the new asset list totals per year.

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Computer Equipment Installment 1 - 1/1/2019 - 12/31/2019

Account #: 551145
 Account Name: Loudoun County Government
 Account Mailing Address: 21641 RIDGETOP CIR STE 100 STERLING VA 20166-6597

Computer Equipment Filing

Numeric characters only. Decimal point required.

Purchase Year	Original Purchase Price
2018*	<input type="text"/>
2017*	<input type="text" value="2500.00"/>
2016*	<input type="text" value="580.85"/>
2015*	<input type="text" value="9874.22"/>
2014 and Prior Years*	<input type="text" value="35005.00"/>
Total: \$47,960.07	

Previous submitted values could not be located.

Enter the totals with a decimal point. For example: \$25.00 is correct but \$25 will not be accepted. If the amount is entered incorrectly, a pink box with red letters will give instruction on what correction is necessary. *Ex: The row for 2016 does not have an amount with a decimal point. This must be corrected to be accepted by the system.*

Computer Equipment Filing

Numeric characters only. Decimal point required. ←

Purchase Year	Original Purchase Price
2018*	<input type="text" value="3504.00"/>
2017*	<input type="text" value="2500.00"/>
2016*	<input type="text" value="580"/> →
2015*	<input type="text" value="9874.22"/>
2014 and Prior Years*	<input type="text" value="35005.00"/>
Total: \$51,463.22	

Previous submitted values could not be located.

Once corrected, the pink box will disappear.

Each year, an up-to-date Asset list is required with the filing. You may upload your asset list from your computer by clicking the **Choose File** button. Your own computer folder will open and you will choose the correct document to upload by clicking “open” on the bottom of the pop up window. The file name will appear next to the “Choose File” button once attached. In the drop down menu next to the file name, select the type of document attached. The “Remove” button will discard documents attached in error.

If you do not have assets to report, you will still need to file each year. You will enter 0.00 for each year in the blank rows and check the “no documentation” box. Add a comment to explain why you do not have any assets to report.

The system will show a warning to confirm this is your intention.

Computer Equipment Installment 1 - 1/1/2019 - 12/31/2019

Account #: 591145
Account Name: Loudoun County Government
Account Mailing Address: 21641 RIDGETOP CIR STE 100 STERLING VA 20166-0597

Computer Equipment Filing

Purchase Year	Original Purchase Price
2018*	3504.00
2017*	2500.00
2016*	580.00
2015*	9874.22
2014 and Prior Years*	35005.00
Total: \$51,463.22	

DOCUMENTATION IS REQUIRED FOR THIS FILING

An up to date Asset List is requested for this filing. If you are not submitting documentation, please check the 'No Documentation Uploaded' box and provide an explanation in the field below. You must select one of these options to complete your filing. If you require a sample Asset List then click [here](#).

Scan/Load Documentation: No Documentation Uploaded

Choose File Asset List Te... - 2019.xlsx **Asset List *** ✔ File Attached Successfully

+ Add Another File

Furniture and Fixtures Filing

Purchase Year	Original Purchase Price
2018*	0.00
2017*	0.00
2016*	0.00
2015*	0.00
2014 and Prior Years*	0.00
Total: \$0.00	

Previous submitted values could not be located.

DOCUMENTATION IS REQUIRED FOR THIS FILING

An up to date Asset List is requested for this filing. If you are not submitting documentation, please check the 'No Documentation Uploaded' box and provide an explanation in the field below. You must select one of these options to complete your filing. If you require a sample Asset List then click [here](#).

Scan/Load Documentation: No Documentation Uploaded

No Documentation Comment: *

None to report

Warning

You are attempting to report no business assets for this filing, is this correct? If so, please select 'Submit Filing' to complete your filing

Submit Filing **Cancel**

Check the box to certify that all the information is true and correct. Fill in your name, phone number, email and any comments. Please note if any comments are time sensitive, also call or email the Business Tax division to be sure any issues are addressed before the filing deadline. (btcor@loudoun.gov or 703-777-0260).

Once everything is filled in correctly, the **Submit Filing** button will appear at the bottom of the page.

Scan/Load Documentation: No Documentation Uploaded

Choose File | Asset List Te... - 2019.xlsx | Asset List* File Attached Successfully

+ Add Another File

I certify that the information on this 2018 declaration is true and correct *

By typing my name in the box below, I willfully declare that the information provided is true, correct and complete, and I am authorized to file this form, and I understand that the penalty for filing a false return is a Class 1 Misdemeanor.

Name of Submitter : * Phone Number of Submitter : *

Instructor 7032416565

Email of Submitter : * Confirm Email : *

instructor@gmail.com instructor@gmail.com

Comment:

Comment

Once the information is submitted it cannot be changed. Request changes by contacting the Commissioner of the Revenue's Office by email for Business Information at btcor@loudoun.gov and Vehicle Information at ppdcor@loudoun.gov or by phone at 703-777-0260.

Submit Filing

* Required Field

Logout
Return To Billable Items
Return To Installments

Once you have submitted your filing, select the "Return To Billable Items" button and you may continue with other filings repeating the same process until the "Account Billable Items" page does not have any other required actions. After completing individual filings, the system will automatically take you to the Treasurer's payment portal if there are amounts due. We recommend completing all required filings first, then making one payment at the end.

Account No.: 589105
Account Name: Asset Education LLC
Account Mailing Address: 21641 RIDGETOP CIR STERLING VA 20166-6597

Account Management
Register a Vehicle
Apply for New Business License
Pay Online
Close Business Location

Filter By
Action Required

Tax Type

Business License									
License Number	License Name	Tax Code	Tax Code Description	Physical Location Address	Opened	Closed	Description	Action Required?	Actions
514121	Asset Education	104	Business Service	21641 RIDGETOP CIR STERLING 20166 6597 VA US	1/7/2017		Business License	Filing Required	

Business Personal Property									
License Number	License Name	Physical Location Address	Opened	Closed	Description	Action Required?	Actions		
514121	Asset Education	21641 RIDGETOP CIR STERLING 20166 6597 VA US	1/7/2017		Furniture and Fixtures	Filing Required			

Example: *This "Account Billable Items" page is up to date with no other outstanding filings that are required.*

You may log out at this time or return to your account.

GOVERNMENT
SERVICES
BUSINESS
ABOUT LOUDOUN
VISITORS

Test - Commissioner of the Revenue Online Services

Account Billable Items

Account No.: 589105
Account Name: Asset Education LLC
Account Mailing Address: 21641 RIDGETOP CIR STERLING VA 20166-6597

Account Management
Register a Vehicle
Apply for New Business License
Pay Online
Close Business Location

Action Required

Logout