

Virginia Department of Taxation

Fillable Forms – Electronic Filing of Form 760

Top Reasons Why Customers Receive Reject VA Form-004

“Business Rule VAFORMS-004 – Document does not pass the schema validation.”

When this Business Rule is displayed, it means you must correct information that you entered into the Fillable Form 760 and also complete missing information that was not entered.

Review the list below. Make sure all information is correct and complete.

1. **Missing Locality Code**

- If the locality code starts with zero, then the zero must be used.
- Example – Locality code 023 must be entered as 023.

2. **Missing Address** – The customer’s address must be entered in Line 1.

3. **Zeroes Present in Wrong Fields** – Do not enter all zeroes in the Code and Amount fields. If an amount is claimed, then the matching code must be entered. Zero is not a Code.

- Other Additions
- Other Subtractions
- Other Deductions
- Voluntary Contributions
- School and Library Foundation Amounts

4. **Missing Employer Information on W-2**

- Employer EIN (Employer Identification Number)
- Employer Name
- Employer Address

5. **Missing Employee Information on W-2**

- Employee Name
- Employee Address

6. **Invalid Refund Information**

- Invalid data was entered in the State Payment Information Section of a refund return.
- For refund returns, only Refund Direct Deposit information is required.

7. **Invalid Refund Direct Deposit Information**

- Invalid data was entered in the Refund Direct Deposit Section of a tax due return.
- For tax due returns, only State Payment information is required.

8. **Invalid / Missing Schedule Name Entered on Schedule FED Section**

- If the information came from Schedule C, enter C.
- If the information came from Schedule F, enter F.