

To: Chief Operating Officers of Virginia Cities, Counties, and Regional Jails

For those localities that elected to reimburse the Commonwealth for all or a portion of its locality's share of the FY 2009 reduction pursuant to Item 475.20, Chapter 879 of the 2008 Acts of Assembly (2008 Appropriation Act), below are the instructions for making this reimbursement. Local jurisdictions that elect to reimburse the Commonwealth may pay by check, wire, or deposit the funds directly into the state account to which they normally deposit state funds. **The reimbursement must be made no later than January 9, 2009.**

If payment by check:

Make check payable to: Commonwealth of Virginia
Mail to: Department of Accounts
P.O. Box 1971
Richmond, Virginia 23218-1971
Attn: Melinda Fleet

If payment by wire:

Wire funds to the State Treasurer's Account at Bank of America.

Account Name – Treasurer of Virginia
Account Routing Number – 026009593
Account Number – 0000000026

On the day of the wire transfer, please notify Ken VanAuken at the Department of the Treasury with the amount, locality name, and purpose of the wire (“Locality Budget Reduction – Chapter 879”). Ken may be contacted by e-mail at Ken.vanauken@trs.virginia.gov or by phone at 804-225-2221.

If payment by deposit:

Deposit the funds in the State Treasurer's Account to which you normally deposit state funds.

Specific Deposit Certificate Coding:

Batch Agency: 998
Transaction Code: 001
Transaction Agency: 997
Fund: 0216
Revenue Source: 09005

Please ensure your FIPS code is included on the DC. On the day of the deposit, please enter the DC into CARS and notify Melinda Fleet, Department of Accounts, at Melinda.Fleet@doa.virginia.gov. If you have any questions regarding the deposit methodology, please contact Melinda by e-mail or by phone at 804-225-2376.