

TOWN OF IRVINGTON
RESOLUTION FORMALIZING THE DESIGNATION OF THE TOWN'S
TAX OFFICIALS
2025-16.TC

WHEREAS, the Town of Irvington, Virginia, collects and administers certain local taxes, including meals taxes, transient occupancy taxes, and other revenues authorized by the Code of Virginia and Town ordinances; and

WHEREAS, the Virginia Department of Taxation requires each locality to identify officials or agents authorized to administer, sign, and receive confidential tax-related information on behalf of the Town; and

WHEREAS, the Town of Irvington contracts with Robinson, Farmer, Cox Associates to provide professional accounting and treasurer services, including the reconciliation and reporting of local tax revenues; and

WHEREAS, the Town Council now wishes to formally confirm and record these designations for purposes of compliance and clarity;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Irvington, Virginia, that:

1. **Designation.** The **Town Clerk, Town Administrator**, and the Town's contracted public accounting firm, **Robinson, Farmer, Cox Associates**, serving as the Town's Treasurer, are hereby designated as the **Tax Officials and Authorized Agents** of the Town for purposes of local tax administration, communication, and reporting with the Virginia Department of Taxation and other entities as required by law.
2. **Authority.** These designated officials and agents are authorized to sign, submit, and receive forms and information related to the collection, reporting, and administration of local taxes on behalf of the Town.
3. **Confidentiality.** All such officials and agents shall comply with the confidentiality requirements of § 58.1-3 of the Code of Virginia. The Town's contracted public accounting firm shall ensure its employees handling tax data are bound by equivalent confidentiality obligations.
4. **Effective Date.** This Resolution shall take effect immediately upon adoption.

Adopted this 13th day of November, 2025.

Certification

I, Julie Harris, Mayor, do hereby certify that Resolution 2025-16 was adopted at the November 13, 2025 Meeting, at which a quorum was present and voting. Motion made by XX. Seconded by XX. The vote was:

IN FAVOR

OPPOSED

ABSTAIN

M.C. Bradley
M.W. Cline
W. Nunnally
P. Robinson
S. Van Saun
F. Westbrook

Julie Harris, Mayor

Attest:

Charles Dyson, Town Clerk