



Tax Processing Work Sessions
June 13, 2007
9:00 – 4:00 p.m.

Process Coordinator: Betty Jessie
Workshop Facilitators: Martha Freeland/Janet Logan

Attendees:

Margaret Robinson	Sherry Johnson,
Ritta Carroll	Tammy West
Robert White	Minnie Powell

Agenda:

1. Goal and Purpose of Session
2. Work Session
 - IFTA License Application Process (SMEs: Margaret Robinson, Sherry Johnson)
 - a. Receive IFTA License Application
 - b. Approve IFTA License Application
 - c. Issue IFTA License
 - Fuels License Application Process(SMEs: Rita Carroll, Tammy West)
 - a. Receive Fuels Tax License Application
 - b. Approve Fuels Tax License Application
 - c. Issue Fuels Tax License
3. Review of Work
4. Close

Minutes

- The process flow for receiving and approving an IFTA License Application was reviewed and well as issuance of the license. Additional requirements and auditing needs were gathered for ITFA.
- The process of receiving and approving trip permits was reviewed and well as the issuance to the permits. Reporting needs were identified as well.
- The process flow for receiving and approving a Fuels Tax License Application was reviewed and well as issuance of the license. The group also discussed the pros and cons of issuing electronic credentials.

- Reviewed work session accomplishments with SMEs.

Action Items

1. For IFTA applications, Margaret to Obtain Qualifications List
2. Need to decide who is responsible if qualifications are not met.
3. Need to decide if the decal number needs to be printed on license.
4. Look at IRP system for number of vehicles registered only have two decals above the number of IRP vehicles registered. If ask for more have to prove the vehicles qualify (could be VA exempt, Va based plates that don't leave the state, leased vehicles or farm vehicles
5. For Trip Permits, is a report provided to DMV as to who is issued a trip permit? There are vendors and others that can issue these Trip Permits but not sure if this is tracked.
6. Business Rules Acquisition from ACS – Martha to touch base with Steve and then next steps will be determined.
7. Decision Needed: Do we still need paper certificate with new system or should we issue electronic credential?

Next Steps

- SMEs will receive minutes via email and an invitation to the next session.
- Analysts and PC will review and analyze the information gathered to work on agenda for 6/20/07 session