



**Tax Processing Work Sessions**  
**June 20, 2007**  
**9:00 – 3:30 p.m.**

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

**Attendees:**

Margaret Robinson	Sherry Johnson
Ritta Carroll	Tera Kovanes
Regina Winston	Minnie Powell
Ronnie Jones	

**Agenda:**

1. Goal and Purpose of Session
2. Work Session
  - ITFA Tax Return Process (SMEs: Margaret Robinson, Regina Winston, Sherry Johnson)
    - Reviewed elements of IFTA Quarterly Report
    - Drafted Process Flow of Return Process
    - Discussed Tax Return Mailing Process. Identified areas for process improvement
  - Rental Tax Return Process (SMEs: Ronnie Jones, Sherry Johnson)
    - Reviewed elements of Rental Tax Return
    - Drafted Process Flow of Rental Tax Return Process
    - Identified two Broken Process
    - Identified a New Requirement
    - 6/27 Meeting : Discuss Rental Tax Return Schedules (RT424)
  - Fuels Tax Return Processes (SMEs: Rita Carroll, Sherry Johnson)
    - Identified Types of Fuels Tax Returns
    - Identified Common High-Level Elements of Fuels Tax Returns
    - Identified New Requirements
3. Review of Work
4. Close

**Minutes**

- The IFTA Tax Return process was reviewed and process flow drafted. Additional requirements were gathered for ITFA Tax Return process. Areas for process improvement were identified.
- The Rental Tax Return process was reviewed and process flow drafted. Additional requirements were gathered for the Rental Tax Return process. Broken processes were identified.

- The Fuels Tax Return Process was reviewed. Nineteen tax returns were identified. Additional requirements were identified. Common high-level elements of all Fuels Tax returns were identified.

### **Action Items**

1. Margaret and Janet to meet to discuss process improvement opportunities for mailing of IFTA tax returns.
2. Janet to provide Minnie Powell with IFTA process flow from 6/20/07 session and summary from 6/13/07 session.
3. Ritta to provide copies of all Fuels Tax Returns.

### **Next Steps**

1. SMEs will receive minutes via email and an invitation to the next session.
2. Analysts and PC will review and analyze the information gathered to work on agenda for 6/27/07 session.