



Tax Processing Work Sessions
June 27, 2007
9:00 a.m. – 3:30 p.m.

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

Attendees:

Ronnie Jones	Sherry Johnson
Ritta Carroll	Ann Thomas
Tammy West	Robert White
Jackie Dunn	

Agenda:

1. Goal and Purpose of Session
2. Work Session
 - Rental Tax Broken Processes (SMEs: Ronnie Jones, Ann Thompson, Sherry Johnson)
 - Broken Processes review and possible solutions
 - Fuels Tax Return Processes (SMEs: Rita Carroll, Tammy West, Sherry Johnson)
 - Electronic Submission of Fuels Tax Return, specifically looking at EDI and Webdirect submission
3. Review of Work
4. Close

Minutes:

- Several Rental Tax broken processes were discussed with Ann Thomas, York County Commissioner of Revenue, and possible solutions were suggested and reviewed.
- The electronic submission of Fuels Tax returns via ACS was reviewed and documented.
- Discussed VISTA TS system identifying functionality that may be implemented in the system
- Identified new requirements.

Action Items

1. Rita to review list of discrepancies and determine what may be completed up front.
2. Jackie to send list of errors EDI filers can fix.

Next Steps

1. SMEs and Business Partners 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 7/11/07 session.