



Tax Processing Workshops Minutes from 7/25/07

Process Coordinator: Betty Jessie
Workshop Facilitators: Judy Vesley/Janet Logan

Minutes

Attendees:

Ronnie Jones	Sherry Johnson
Ritta Carroll	Margaret Robinson
Tammy West	Robert White

Workshop held: 9:00 a.m. – 3:30 p.m.

- Reviewed Accept Tax Return process and requirements. Reviewed future state Process Tax Return Activity Diagram.
- Identified new requirements and business rules for ITFA, Rental and Fuels Tax.
- Identified process improvements for ITFA
- Documented Submit Tax Return process and requirements
- Documented Accept Payment process and requirements (Reconcile Tax Return combined with Accept Payment Process)
- Documented Import Tax Rate process and requirements
- Parking Lot issues identified:
 1. Discussion needs to be held concerning the allowance of mail-in return for IFTA. The concern is the customer base. Some of the truck driver's don't use or have computers, maybe the info needed to compile the return is with them and not at an accounting firm contracted by the driver to handle his paper work, the truck driver is out of town a lot and access to a computer is not readily available.
 2. Discussion needs to be held to determine the period of time for the next course of action to take after an assessment is issued (10 days, 30 days). This should be global time period of all tax assessments. Keep in mind any tax payer rights such as application to the Commissioner for correction § 58.1-2281 ... within 30 days of such assessment ... apply to the Commissioner for relief.

Action Items

1. Rita to provide electronic list of Reject Reasons for Fuels Tax.

Next Steps

1. SMEs and Business Partners will receive minutes via email and an invitation to the next session.

2. Review material covered in 7/25/07 session.
3. Begin documenting scenarios and requirements for Process Non-Filers List, Perform Crossmatch, and Analyze Discrepancies.
4. Side-meeting will be established with Fuels Tax SMEs for Diversion Registry process.
5. Analysts and PC will review and analyze the information gathered to prepare for 8/1/07 session.