



## Tax Processing Workshops Minutes from 08/01/07

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

### Minutes

**Attendees:**

Ronnie Jones	Sherry Johnson
Ritta Carroll	Margaret Robinson
Tammy West	

**Workshop held: 9:00 a.m. – 3:30 p.m.**

- Reviewed Accept Tax Return and Accept Tax Payment process and requirements summary documentation.
- Identified new requirements ITFA, Rental and Fuels Tax.
- Documented Non-Filers and Initiating Tax Assessments processes and requirements as part of Tax Sanctioning Process
- Converted Analyze Tax Data, Perform Crossmatch and Analyze Discrepancies from processes to requirements
- Documented Reporting Requirements
- Parking Lot issues identified:
  1. IFTA Payment Collection/Distribution to Jurisdiction Prior to Payment of Filing. Discussion needs to occur with Deborah Brown to analyze what other states are doing and review options to decide what is most cost effective for DMV.
  2. Business Rules documentation for IFTA, FT and RT

### Action Items

1. Janet to provide FT documentation to Tammy.

### Next Steps

1. SMEs and Business Partners will receive minutes via email and an invitation to the next session.
2. Review material covered in 8/01/07 session.
3. Begin documenting scenarios and requirements for CrossMatch, Discrepancies and Overages.
4. Analysts and PC will review and analyze the information gathered to prepare for 8/8/07 session.