



Tax Processing Workshops Minutes from 08/08/07

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

Minutes

Attendees:

Ronnie Jones	Tammy West
Ritta Carroll	Margaret Robinson

Workshop held: 9:00 a.m. – 3:30 p.m.

- Reviewed Issue Non-Filers Notice process and documented scenarios and requirements. Documented Penalty Calculations for each Tax program type.
- Re-visited Analyze Discrepancies processes.
- Renamed Analyze Discrepancies process to Analyze Data Discrepancies and documented Analyze Data Discrepancies scenarios and requirements.
- Reviewed Submit Default Notice process and documented scenarios and requirements.
- Identified new process, Report Diverted Fuel Load

- Parking Lot issues identified:
 1. Rental Tax Penalty. Decision needs to be made to make Rental Tax Penalty the same as either IFTA or Fuel Tax Penalty. There is no existing business reason to have three penalty calculation methods, instead of two.

Action Items

None.

Next Steps

1. SMEs and Business Partners will receive minutes via email and an invitation to the next session.
2. Review material covered in 8/08/07 session.
3. Begin documenting scenarios and requirements for File Fuels Tax Refund Application, Report Diverted Fuel Load, and Submit Notice of Bankruptcy.
4. Analysts and PC will review and analyze the information gathered to prepare for 8/15/07 session.