



## Tax Processing Workshops Minutes from 08/15/07

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

### Minutes

**Attendees:**

Ritta Carroll	Tammy West
Sherry Johnson	Margaret Robinson
Minnie Powell	

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

- Reviewed Submit Default Notice process and documented scenarios and requirements.
- Reviewed Analyze Data Discrepancies process and documented scenarios and requirements.
- Documented Report Diverted Fuel Load process, and scenarios.
- Documented Submit Notice of Bankruptcy process, and scenarios. Identified two new external actors, Attorney and Bankruptcy Court.
- Began Documenting File Fuels Tax Refund Application process
  
- Parking Lot issues identified:
  1. Does the Accounts Payable module in CSI require confirmation or approval to issue payment to localities? Martha and Betty need to have a discussion.
  2. Organizationally, how do we handle Bankruptcy? Will there be a central place where all Bankruptcies will be handled for the entire agency? We need to find out how other areas are handling bankruptcy. Need to have discussion and include Financial and Credentialing groups as well.
  3. For Bankruptcy, we need to ensure that DMV is included in the filing as a creditor prior to proceeding with pursuit of Surety Claim. Legal guidance is needed to determine proper course of action with Bankruptcies.
  
- Legislative Opportunities identified:
  1. Pursue Legislation to eliminate receipts for Fuels Tax Refund Application

### 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 8/15/07 session.

3. **Begin documenting requirements for Submit Notice of Bankruptcy.**
4. Analysts and PC will review and analyze the information gathered to prepare for 8/22/07 session.