



Tax Processing Workshops Minutes from 08/29/07

Process Coordinator: Betty Jessie

Workshop Facilitators: Betty Jessie/Stefan Yssel /Janet Logan

Minutes

Attendees:

Ritta Carroll	Tammy West
Sherry Johnson	Margaret Robinson
Ronnie Jones	Tracy Sheets

Workshop held: 9:00 a.m. – 3:30 p.m.

- Reviewed Analyze Data Discrepancies process and documented scenarios and requirements.
- Reviewed Issue Non Filer's Notice process and documented scenarios and requirements.
- Parking Lot issues identified:
 1. Amended Returns – Discussion needs to be held to define what an amended return is and what data it must display and/or capture.
 2. A discussion needs to be held with Law Enforcement subject matter experts as to why entities that are licensed do not have to file a return (Bulk Users of undyed diesel, Retail on undyed diesel and, Exporters, etc...)
 3. For FMS –why are quarterly certification required to be signed.

Action Items

None.

Next Steps

1. SMEs and Business Partners will receive minutes via email and an invitation to the next session.
2. Discuss any changes in the remainder of the summary that was not covered in 8/29/07 session.
3. Begin documenting processes requirements for Track Overages, Generate Tax Assessment, Submit Appeal, Audit Tax Return.
4. Analysts and PC will review and analyze the information gathered to prepare for 9/5/07 session.