



## Tax Processing Workshops Minutes from 09/05/07

**Process Coordinator: Betty Jessie**

**Workshop Facilitators: Judy Vesley/Stefan Yssel /Janet Logan**

### Minutes

**Attendees:**

Ritta Carroll	Tammy West
Ronnie Jones	Margaret Robinson
Mitch Nuckles	

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

- Continued review of 8/17/07 Tax Processing Summary and made additions and updates to the requirements based on SME input.
- Reviewed and updated the Generate Tax Assessment process and requirements
- Reviewed and updated the Submit Fuels Tax Default Notice process and requirements
- Reviewed and updated the Submit Surety Claim process and requirements
- Reviewed Report Diverted Fuel Load. Rename process to Receive Diverted Fuel Load Report. Updated process and requirements.
- Reviewed File Tax Return via Internet process and requirements.
- Began review and update of File Fuels Tax Refund Application process and requirements.
  
- Parking Lot issues identified:
  1. Clarification needed on disposition of revenues for rental vehicles delivered to a locality other than where the contract is signed. (Code of VA § [58.1-2425](#))
  2. Mitch Nuckles suggested code clarification to state the locality disbursements are based on where the contract is signed. There has been an issue with Warren County for trailers rented in Richmond but were housed/kept in Warren County. Richmond received the additional rental tax revenue not Warren County even though the trailers did not stay in Richmond.
  3. Mitch Nuckles suggested to tie (interface) all address to United States Postal Service – Mailing Industry Information utility.

### Action Items

Betty Jessie – Finalize review and documentation for File Fuels Tax Refund Application and seek SME approval. Upon completion, the new re-engineered process will be incorporated into the EA scenario.

### **Next Steps**

1. SMEs and Business Partners will receive minutes via email and an invitation to the next session.
2. Finalize the File Tax Documents, Process Tax Payment, and Generate Tax Assessment packages. (4 scenarios) This will be scheduled for 9/18/07 due to Margaret's commitment to attend IFTA conference.
3. Debrief LES SME and begin documenting processes and requirements for Enforcement and Audit Tax Return packages (5 scenarios identified) next week.