

Meeting Summary

Functional Area: Tax Processing

Meeting: BPR Worksession

Date: 09/19/2007

Location: HQ CRM618

Meeting called by: Betty Jessie

Attendees:

Carol Rogers (SME)	Margaret Robinson (SME)
Ronnie Jones (SME)	Judy Vesely (CSI)
Sherry Johnson (SME)	Stefan Yssel (CSI)



Preparation for meeting:

Work through Tax Processing EA report to confirm accuracy and bring changes to the next meeting (standard).

Session Goals and Objectives:

Discuss Scenarios and Requirements for: Submit Tax Payment, Submit Bankruptcy Notice, Submit Appeal and Audit Tax Return.

Summary:

1. Identified the following new scenarios:
 - Process Tax Overage
 - Submit Appeal to Circuit Court
 - Submit Audit Appeal
 - Submit License Appeal
2. Change scenario "Submit Appeal" to "Submit Appeal to DMV Commissioner"
3. Moved the following requirements to Credentialing "from elsewhere"
 - The system shall generate a notice to IFTA Clearinghouse within 10 days after a license cancellation, revocation or suspension.
 - The system shall notify all Suppliers when the Fuels Tax License of a Distributor, Importer, or Aviation Consumer is canceled.
4. Review and updated the following Scenarios:
 - Process Tax Overage
 - Submit Notice of Bankruptcy
 - Submit Tax Payment
 - Submit Appeal to DMV Commissioner

Plans for Next Workshop:

1. SME's and Business Partners will receive minutes via email and an invitation to the next session.
2. Continue with the review and description of the Appeal Scenarios – License Denial, Tax Assessment, Audit Assessment, Circuit Court.

Homework for Next Workshop:

1. Check CSI requirement to be able to interface with STARS.
2. Sherry to discuss Audit Tax Returns Package with Steve Nutter to revisit audit process to identify additional requirements.
3. Betty is planning a brainstorming session to explore the fuels/rental tax code regarding the requirements for licensing and reporting. Rental meeting scheduled for Oct. 11, 2007.
4. A meeting is scheduled on Friday (09/21/2007) for Agent Stultz to explain the details of their IBR (Incident Based Reporting) system to make a determination on how to document LES Requirements in CSI. Credentialing PC included in this meeting.
5. Tammy to provide Credit and Refund eligibility for "Process Tax Overage" scenario requirements