

# Meeting Summary

**Functional Area:** Tax Processing

**Meeting:** BPR Work session

**Date:** 09/26/2007

**Location:** HQ CRM618

**Meeting called by:** Betty Jessie

**Attendees:**

Tammy West (SME)	Margaret Robinson (SME)
Ronnie Jones (SME)	Gail Foxwell(SME)
Sherry Johnson (SME)	Judy Vesely (CSI)
Ritta Carroll (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: Appeals

## Summary:

1. Identified the following new scenario:
  - Submit Appeal to Commissioner for denial of Tax License
2. Moved the following requirements to Credentialing's "From Elsewhere" folder
  - The system shall generate Cancellation Notice to Supplier's upon cancellation of Distributor or Importer License (, i.e. credential).
  - The system shall generate a cancellation notice the day the Tax Filer's license is canceled, identifying the cancellation reason and compliance requirements.
  - The system shall suspend or cancel the Tax Filer's credentials if no Tax Return is on file as required
  - The system shall update the Tax Filer's Account with Compliance Requirements and Compliance Due Date.
  - The system shall verify that there are no vehicle or customer stops for applicant.
  - The system shall verify the number of IRP vehicles registered to determine the number of IFTA decals to issue.
  - The system shall verify/validate that the applicant has a valid IRP Account for IFTA.
  - The system shall issue an IFTA credential within 2 to 3 days
  - The system shall process the fee for each IFTA vehicle issued a decal.
  - The system shall 'authorize' business to operate for 10 days or less without an IFTA decal
  - The system shall allow users to void decal numbers and reissue new decal(s).
  - The system shall check reconciliation to ensure that for an IFTA account, IRP registration exists when changes are made to IPR account or to the IFTA account.
  - The system shall follow up when the authorization to operate without decals has expired and take action.

- The system shall have the ability to determine if company qualifies for exemptions and applies exemption for those that qualify.
- The system shall issue approved applicants a credential.
- The system shall issue a decal for vehicles weighing more than 26000
- The system shall process the fee for the authorization to operate without decals
- The system shall provide customers the correct application form for the type of license needed.

3. Review and updated the following Scenarios:

- Submit Appeal to DMV Commissioner
- Submit Audit Appeal
- Receive Appeal from Circuit Court / Court of Appeals
- Update Requirements for “Process Tax Overage” scenario

**Plans for Next Workshop:**

1. SME’s and Business Partners will receive minutes via email and an invitation to the next session.
2. Statistical Reporting for Data Analysis.

**Homework for Next Workshop:**

1. SME’s to bring examples of reporting needs.
2. Add Service Delivery requirement to generate correspondence to other Tax Processing scenarios – Stefan.