

Parish E-File Advisory Committee Meeting

Meeting of May 7, 2008

MINUTES

The Parish E-File Advisory Committee met at the Louisiana Department of Revenue on Thursday, May 7, 2008 at two o'clock p.m. (2:00 p.m.).

Committee Members present were: Chairman, Mark West, Cynthia Bridges, Cynthia Boudreaux. Henri Louapre and Roy Austin participated via conference call.

Chairman West declared the meeting duly convened at 2:07 p.m.

Meeting Agenda Items 1-4 were presented by Rick Mekdessie.

1.) Status Update

- Training for BETA Parishes – Orleans has issues (may need to be pushed back). Needs to be done internally. Started working with vendor systems.

2.) Marketing Plan and Timeline for Parish E-File.com - Advertising Properly?

- Push Cards – Distributing across the State (LATA, LABI, Retail and Restaurant Association, Business Magazines, Tax Topics-July Issue, Small Business Association.
- Web Banners – Our website
- CPA Society – Conference in July (on the agenda for the project)
- Video Project at a later date
- Regional Office Seminars
- Radio Time
- Logo – Has been chosen
- Web Address – ParishE-File.revenue.la.gov works now but working on .gov or .com

3.) ACH Credit Approval Process

- Need to be able to control who has the right to file ACH Credits
- Tie returns to the credits and be able to tell the difference
- Need to be able to reconcile – Taxpayer should not be able to choose ACH Credit as an option unless approved by the Tax Administration.
- Park the Return and release on 20th of the month (system works that way now but the payment needs to be released on time).
- Wants string to tie the payments to their bank accounts.

4.) Support Agreements

- July 1, 2008 in place and documented - Through Ramware, LLC

A presentation from Shawn McManus from St. Tammany Parish gave a brief presentation on the Uniform Tax Form Challenges for St. Tammany Parish.

Mr. McManus gave a handout on the Sales Tax Enhancement Areas.

Problem for St. Tammany Parish is there is one standard form that only calls for one sales tax total and they report two (Onsite Delivery Sales and Delivery Sales).

The next Advisory Committee Meeting is scheduled for Thursday, June 12, 2008 at 9:00 a.m., at the LATA Quarterly Meeting in Gonzales, LA. This meeting will also double as a subcommittee meeting.

There being no further agenda items or public comments and due to time constraints and the subcommittee meeting starting at three o'clock p.m. (3:00 p.m.) Chairman West carried that the meeting be adjourned.

Meeting was adjourned at 3:06 p.m.

Respectfully submitted by:

Mark West, Chairman