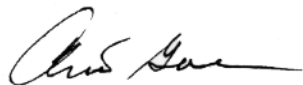


Memorandum

To: Honorable Betty T. Yee, Chairwoman
Honorable Bill Leonard
Honorable Michelle Steel
Mr. Steve Shea, Acting Board Member
Honorable John Chiang

Date: August 14, 2009

From: 
Anita Gore, Deputy Director
External Affairs Department

Subject: **Online Tutorial Projects and Virtual Seminars: Status Updates
August 31, 2009 - Customer Service and Administrative Efficiency Committee**

This memo provides an update on the online tutorial projects including what is currently available, in progress, and planned for the future with related timelines, attached.

The following online tutorials are currently on the BOE website: *Basic Sales Tax* and *E-file*. They are located at <http://www.boe.ca.gov/sutax/tpsched.htm>. Tutorials currently in progress include the *Property Tax Nonprofit Seminar*, *Sales and Use Tax Nonprofit Seminar*, and the *AB71 Cigarette Tax Seminar*. The Outreach Services Division will be managing the effort to complete these tutorials in an expeditious manner.

Tutorials slated for future development include: *How to Request a Seller's Permit*, *How to Close Your Seller's Permit*, the *Restaurant Seminar*, the *Agricultural Seminar*, the *Boats and RVs Seminar*, and the *Aircraft Seminar*.

The Outreach Services Division will continue to provide cost-effective educational opportunities for taxpayers during these difficult economic times. If you have questions or need further information, please feel free to contact us.

AG:kh
Attachment

cc: Mr. Alan LoFaso
Ms. Barbara Alby
Mr. Lou Barnett
Ms. Marcy Jo Mandel
Mr. Ramon J. Hirsig
Ms. Diane Olson (MIC: 80)
Ms. Kari Hammond (MIC:19)