

# SACRAMENTO TAXPAYER SERVICE DAY

MARCH 27, 1999

<b>9:00 am</b>	<b>Opening Session</b>	<b>Cafeteria</b>
	<b>Welcome</b>	<b>Dean Andal</b> , Vice-Chairman, Board of Equalization <b>Kenneth Stieger</b> , Sacramento County Assessor
	<b>Panel Discussion</b>	<b>What's New at BOE, EDD, FTB and IRS</b> <b>Jim Speed</b> , Deputy Director, Sales and Use Tax Department, Board of Equalization <b>Robert Sertich</b> , Deputy Director, Tax Branch, Employment Development Department <b>Brian Toman</b> , Chief Council, Franchise Tax Board <b>Peggy Rule</b> , Acting District Director, Northern California District, Internal Revenue Service

PRESENTING AGENCY	WORKSHOPS – 10:00 am, 11:00 am, 12:30 pm, 1:30 pm, AND 2:30 pm	LOCATION
BOE, EDD, FTB, IRS	<b>Audits and Appeals</b> A panel discussion of the audit program of the four major tax agencies and the appeals process available to taxpayers.	<b>Rm. 164</b> 12:30 pm
	<b>Taxpayers' Rights Advocates - Problem Resolution Process</b> As a California taxpayer, you have many protections under various Taxpayers' Bills of Rights. Come and hear about these important provisions of law and how they may apply to you and/or your business during the assessment and collection processes. Learn how to avoid the most common errors that cause future difficulties.	<b>Cafeteria</b> 2:30 pm
Board of Equalization (BOE)	<b>Basic Sales &amp; Use Tax Seminar</b> An introduction into sales and use tax, answering the questions: Do I need a seller's permit? What does a seller's permit allow you to do? What is use tax? Must I file a return? What are common mistakes?	<b>Rm. 164</b> 1:30 pm
	<b>Understanding Your 1999 Business Property Statement</b> Understanding and filing the annual Business Property Statement. An explanation of who should report, what, how and when to report. Property valuation, audit, appraisal and appeals will also be explained.	<b>Rm. 165</b> 10:00 am 12:30 pm
	<b>What to Expect When the Auditor Calls</b> An auditor will call for a variety of reasons, not just for an audit. Understand what information an auditor wants to obtain, what records you should maintain and what to expect if you are contacted for an audit.	<b>Rm. 164</b> 10:00 am
CAL EPA	<b>California Gold—California Government On-Line to Desktops—Business Permits Made Simple</b> CalGOLD—a new one-stop business permit assistance Web Site. You can complete and submit application forms for many local, regional, state and federal agencies on-line, and you'll find other valuable information and links, too.	<b>Rm. 166</b> 11:00 am 1:30 pm
Consumer Credit Counseling	<b>Financial Preparation for the Small Business</b> Learn to avoid pitfalls often associated with business ownership—before they happen to you. Learn the steps to take to achieve and maintain financial solvency, and how your credit report affects your ability to obtain business loans.	<b>Rm. 162</b> 10:00 am 12:30 pm
District Attorney's Office (DA)	<b>Bad Checks</b> Learn what to do when you receive a "bad check." What to look for when accepting checks, the type of checks the DA's office will accept and where to send checks not accepted by the DA.	<b>Rm. 166</b> 12:30 pm
Employment Development Department (EDD)	<b>Employee or Independent Contractor</b> How do I tell the difference?	<b>Rm. 160</b> 10:00 am
	<b>State Payroll Tax Reporting Requirements</b> A definitive explanation of who should report, what, how and when it should be reported.	<b>Rm. 160</b> 11:00 am
	<b>Unemployment Insurance Reserve Account &amp; Major Tax Topics</b> How the unemployment insurance rate is established. What is a reserve account and how to minimize Unemployment Insurance cost is examined.	<b>Rm. 160</b> 1:30 pm

## INFORMATION BOOTHS (8:30 am to 2:30 pm)

Staff from participating agencies will be available to answer questions vital to the operation of your business.

<b>Franchise Tax Board (FTB)</b>	<b>Forms of Business</b> A brief description of the various forms of business (i.e. sole proprietor, corporation, partnerships, etc.) that are selected by taxpayers.	<b>Rm. 163</b> 10:00 am 1:30 pm
	<b>Options Available to Resolve Your Tax Debt</b> The review will include a discussion on how to qualify for an installment agreement, the <i>new</i> Installment Agreement application, and processing the application. The review will also include a discussion on how to qualify for an Offer in Compromise, the <i>new</i> Offer in Compromise application, processing and evaluating the application and recent developments.	<b>Rm. 163</b> 12:30 pm
	<b>State Income Tax and Small Business</b> Is it necessary to incorporate? What type of records do I need to keep? These and other commonly asked questions will be answered during a lecture aimed at the income tax filing requirements for partnerships, sole proprietors, S corps and C corps.	<b>Rm. 163</b> 11:00 am
<b>Immigration &amp; Naturalization Service (INS)</b>	<b>Is your Employee Eligible to Work in the United States?</b> Discussion of the provisions of the Immigration Reform & Control Act (IRCA) of 1986 including I-9 Form completion and retention, and documentation for employment. Employer Verification Program and on-line verification of eligibility to work in the U.S. will be covered.	<b>Rm. 165</b> 11:00 am 1:30 pm
<b>Internal Revenue Service (IRS)</b>	<b>Federal Taxes and the Small Business Person</b> The session will discuss forms of business: how best to structure your business to accomplish your goals, and recordkeeping: forms of records and accounting methods.	<b>Rm. 162</b> 11:00 am
<b>Secretary of State</b>	<b>Business Filing Overview</b> What is required to create a corporation, limited partnership, limited liability company, limited liability partnership or general partnership? What other documents are required to be filed by these entities? What are the common pitfalls when filing these documents?	<b>Rm. 164</b> 11:00 am
<b>Small Business Administration (SBA)</b>	<b>Small Business Financing for the New Millennium</b> SBA programs that help small businesses succeed. SBA resource partners dedicated to small business. How to get the bank to say "yes."	<b>Rm. 166</b> 10:00 am
		<b>Rm. 160</b> 12:30 pm

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