

CHICO TAXPAYER SERVICE DAY

MARCH 24, 1999

9:00 am	Opening Session	Holt Hall, Room 170
	Welcome	Dean Andal , Vice-Chairman, Board of Equalization Johan Klehs , Board Member, Board of Equalization Ken Reimers , Butte County Assessor
	Panel Discussion	What's New at BOE, EDD, FTB and IRS E. V. Anderson , Sacramento District Administrator, Sales and Use Tax Department, Board of Equalization Robert Sertich , Deputy Director, Tax Branch, Employment Development Department Brian Toman , Chief Council, Franchise Tax Board Peggy Rule , 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	HOLT HALL
BOE, EDD, FTB IRS	Taxpayers' Rights Advocates - Problem Resolution Process 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.	Rm. 170 2:30 pm
Board of Equalization (BOE)	Basic Sales & Use Tax Seminar An introduction into sales and use tax, answering the questions: Do I need a seller's permit? What does a seller's permit allow me to do? What is use tax? Must I file a return? What are common mistakes? Understanding Your 1999 Business Property Statement 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. What to Expect When the Auditor Calls 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.	Rm. 173 12:30 pm Rm. 185 10:00 am Rm. 173 11:00 am
Butte College Small Business Development Center	How to Prepare a Business Plan More than 50% of all small businesses fail in the first year. The reason—failure to plan. Having a business plan for your business helps you plan and determine a direction for success. This session will discuss business description, product and service, market analysis, advertising and promotion, facility selection, management and personnel, financial statements and short- and long-range plans for your small business.	Rm. 173 10:00 am
CAL EPA	California Gold—California Government On-Line to Desktops—Business Permits Made Simple 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.	Rm. 175 11:00 am 1:30 pm
Consumer Credit Counseling	Financial Preparation for the Small Business 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.	Rm. 175 10:00 am 12:30 pm
District Attorney's Office (DA)	Bad Checks 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 Garnishments The Butte County District Attorney Family Support Division will host an informational workshop for employers to help familiarize them with income withholding orders, income withholding assignments, and medical support orders. The speakers will also be available to give information on employment inquiry letters and employers' responsibilities to the Family Support Division under the Family Code.	Rm. 189 12:30 pm Rm. 189 12:30 pm

INFORMATION BOOTHS—Holt Hall (8:30 a.m. to 2:30 p.m.)

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

Employment Development Department (EDD)	Employee or Independent Contractor How do I tell the difference?	Rm. 187 10:00 am
	State Payroll Tax Reporting Requirements A definitive explanation of who should report, what, how and when it should be reported.	Rm. 187 11:00 am
	Unemployment Insurance Reserve Account & Major Tax Topics How the unemployment insurance rate is established. What is a reserve account and how to minimize Unemployment Insurance cost is examined.	Rm. 187 1:30 pm
Franchise Tax Board (FTB)	Forms of Business A brief description of the various forms of business (i.e. sole proprietor, corporation partnerships, etc.) that are selected by taxpayers.	Rm. 171 10:00 am
	Options Available to Resolve Your Tax Debt 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.	Rm. 171 1:30 pm
	State Income Tax and Small Business 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.	Rm. 171 12:30 pm
Immigration & Naturalization Service (INS)	Is your Employee Eligible to Work in the United States? 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.	Rm. 185 1:30 pm
Internal Revenue Service (IRS)	Federal Taxes and the Small Business Person 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.	Rm. 170 1:30 pm
Secretary of State	Business Filing Overview 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?	Rm. 185 11:00 am
Small Business Administration (SBA)	Small Business Financing for the New Millennium SBA programs that help small businesses succeed. SBA resource partners dedicated to small business. How to get the bank to say "yes."	Rm. 175 12:30 pm

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