

VENTURA TAXPAYER SERVICE DAY

MARCH 30, 1999

8:30 am	Opening Session	Theater
9:00 am	Welcome	Dean Andal , Vice-Chairman, Board of Equalization Kenneth Pettit , Santa Barbara County Assessor Dan Goodman , Ventura County Assessor
	Panel Discussion	What's New at BOE, EDD, FTB and IRS Jim Speed , Deputy Director, Sales and Use Tax Department, Board of Equalization Robert Sertich , Deputy Director, Tax Branch, Employment Development Department Brian Toman , Chief Council, Franchise Tax Board Edward Chavez , Assistant District Director, Central California District, Internal Revenue Service

PRESENTING AGENCY	WORKSHOPS – 10:00 AM, 11:00 AM, 12:30 PM, 1:30 PM, AND 2:30 PM	ROOM
BOE, EDD, FTB IRS	Audits and Appeals A panel discussion of the audit programs for the four major tax agencies and the appeal process available to taxpayers in those agencies.	Guthrie Hall 12:30 pm
	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.	Guthrie Hall 2:30 pm
Board of Equalization (BOE)	Return Preparation Discussion of the preparation of a typical sales and use tax return. Discussion will include common errors and misunderstandings.	Campus Center Conference Room 10:00 & 11:00 am
Cal/OSHA	How Cal/OSHA Consultation Services Can Help Your Business Discussion to include benefits of consultation service through Cal/OSHA, cost benefit of maintaining effective Illness/ Injury Prevention Program and applicable regulations for all employers.	Classroom G 211 10:00 am & 12:30 pm
Center for Economic & Community Development	Growing Your Business A discussion panel of local business experts will answer all questions and offer advice on the path to successful business.	Campus Center 12:30 pm
City of Moorpark	How and Why to Get A City Business License Discussion will cover business license/tax and various regulatory permits required to transact and carry on business within the City of Moorpark.	Classroom G 117 10:00 am
City of Ventura	How and Why to Get A City Business License Discussion will cover business license/tax and various regulatory permits required to transact and carry on business within the City of Ventura.	Classroom G 211 10:00 am
County Assessors & BOE	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.	UV 1 Campus Center 10:00 am
District Attorney (Ventura)	Reducing Your Losses Due to NSF Checks Services offered by the District Attorney's office will be discussed as well as what to look for when accepting checks.	Campus Center 11:00 am
Employment Development Department (EDD)	Employee or Independent Contractor Discussion will cover definitions of an employee & common misconceptions of who is an independent contractor. If you have workers that you consider independent contractors, sub-contractors, outside labor, day labor etc, you should consider attending this topic.	Classroom CR 101 10:00 am & 12:30 pm
	Understanding & Protecting Your Unemployment Reserve Account How the unemployment rate is established. What is a reserve account and how to minimize Unemployment Insurance cost.	Classroom CR 101 11:00 pm
	Reporting Requirements Discussion will include; definition of an employer, instruction on the preparation of all State of California payroll tax returns. Recommended for all employers, bookkeepers & payroll professionals.	Classroom CR 101 1:30 pm

INFORMATION BOOTHS—Campus Center (10:00 am to 3:30 pm)

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

Escrow Workshop (ABC, IRS, EDD, FTB & BOE)	Business Escrow Discussion will include processing of an escrow for a business and interaction with different regulatory agencies.	Classroom UV 2 11:00 am
Franchise Tax Board (FTB)	Small Business & Income Taxes Discussion will include information on incorporating , recordkeeping and other commonly asked questions.	Room UV 1 11:00 am & 1:30 pm
	Options Available to Resolve Your 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.	Classroom UV 1 1:30 pm
Internal Revenue Service (IRS)	Federal Deposit Rules for Employment Taxes & Employment Tax Forms Discussion will provide an overview of Federal Deposit rules & electronic filing.	Classroom G 133 10:00 am & 12:30 pm
	Small Business Workshop Discussion of various topics of interest to all small business. This workshop will discuss forms of business; how best to structure your business to accomplish your goals, and recordkeeping, forms of records and accounting methods.	Classroom G 133 11:00 am & 1:30 pm
Permit Assistance Center (EPA)	Business Permits Made Simple This workshop will cover what help is available on obtaining licenses and permits needed to start a particular business, information on Cal/GOLD (on-line business start-up information resource).	Classroom G 215 11:00 am & 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 documents are required and how to complete the filing.	Classroom G 215 10:00 am & 12:30 pm
Small Business Development Center	Promoting Your Business This presentation will address current marketing trends that offer new opportunities for growth. The topics will include: How to Retain Your Present Customers & Creative Techniques to Attract New Customers.	Campus Center Conference Center 10:00 am
	Resources Available for Small Businesses Most business owners are unaware of the vast amount of free resources that can assist them in managing their business. This workshop will review the local resources that facilitate access to capital & guidance in developing their business.	Campus Center Conference Center 12:30 pm
Social Security Administration	Benefits for Small Business Owners Question and answer forum will discuss Social Security benefits for small business owners, how to verify social security numbers and wage reporting requirements.	Guthrie Hall 10:00 am
State Compensation Insurance Fund	Workers' Comp- What is it? Who Needs It? Who Cares? A brief overview of this most complex topic. The definitions of "employer", "employee" & "industrial injury are addressed as is the issue of permanent disability (California-style). The truth of how insurance is priced will also be revealed.	Classroom CR 102 10:00 am & 12:30 pm
	Workers' Comp Question-Cost Control? Answer= Loss Control Everyone knows Workers' Comp claims are expensive. State Fund Loss Control consultants will tell you what you can do to main a safe workplace & prevent most injuries. Suggestions on how to reduce your insurance premiums and other costs.	Classroom CR 102 11:00 am & 1:30 pm
State Contractor's Board	Licensing Requirements Who needs a State Contractor's License? What are the benefits and what are the requirements? How to obtain one?	
Trade & Commerce	Resources for Small Business What kind of resources are available and how to contact them. Overview of doing business in California. What to expect in trade and commerce for the new millennium. Capitalize on new trends in California.	Classroom G 117 10:00 am & 1:30 pm
U.S. Department of Immigration and Naturalization	Filing Your I-9 Discussion will include employer responsibilities, completion of the I-9, fraudulent documents and applicable fines.	Classroom UV 1 12:30 pm
U. S. Small Business Administration	Getting Money and Assistance for Your Small Business What resources are available, how to qualify for a SBA loan. How to get through the paperwork, and how to get a banker to say "yes!"	Guthrie Hall 11:00 am

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