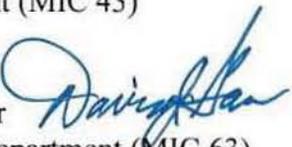


# Memorandum

**To:** Ms. Cynthia Bridges  
Executive Director (MIC 73)

**Date:** May 1, 2014

**From:**   
Jeffrey L. McGuire, Deputy Director  
Sales and Use Tax Department (MIC 43)

David J. Gau, Deputy Director   
Property and Special Taxes Department (MIC 63)

**Subject:** **Board Meeting May 22-23, 2014**  
**Item P3 - SUTD Deputy Director's Report**  
**Security Deposit Update**

The Sales and Use Tax Department requests the following item be placed on the Board's May 22 – May 23, 2014 meeting calendar under "P. Other Administrative Matters."

P. Other Administrative Matters

P3. Sales and Use Tax Deputy Director Report.....Mr. Jeffrey L. McGuire

1. **Security Deposit Update** - An update regarding the Sales and Use Tax Department's security deposit release process.

Approved:

  
Ms. Cynthia Bridges  
Executive Director

JLM:gl

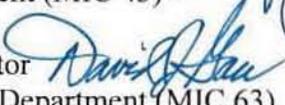
Attachment: Memorandum to Honorable Board Members

- cc: Mr. Wayne Mashihara (MIC 47)  
Mr. Kevin Hanks (MIC 49)  
Ms. Susanne Buehler (MIC 92)  
Ms. Lynn Bartolo (MIC 57)  
Ms. Debbie Kalfsbeek (MIC 62)

# Memorandum

**To:** Honorable Jerome E. Horton, Chairman  
Honorable Michelle Steel, Vice Chair  
Honorable Betty T. Yee, First District  
Senator George Runner (Ret.), Second District  
Honorable John Chiang, State Controller

**Date:** May 7, 2014

**From:** Jeffrey L. McGuire, Deputy Director  
Sales and Use Tax Department (MIC 43)   
David J. Gau, Deputy Director  
Property and Special Taxes Department (MIC 63) 

**Subject:** **Board Meeting May 22-23, 2014**  
**Item P3 - SUTD Deputy Director's Report**  
**Security Deposit Update**

At the December 17, 2013 Customer Service and Administrative Efficiency Committee Meeting, the Members approved the proposal to eliminate the security deposit requirement at the time of registration. The Sales and Use Tax Department (SUTD) released 9,502 accounts totaling \$67,747,322. The Property and Special Taxes Department (PSTD) released 88 deposits totaling \$27,729,800. The project is now complete. Any remaining security deposits held will be released to taxpayers as soon as they are eligible.

Please let me know if you have any questions.

JLM:mwl

cc: (via email)  
Ms. Shellie Hughes – 4<sup>th</sup> District  
Mr. Joel Angeles (MIC 77)  
Mr. Alan LoFaso (MIC 71)  
Ms. Maria Delgado (MIC 71)  
Mr. Sean Wallentine (MIC 78)  
Ms. Marcy Jo Mandel, State Controller's Office  
Ms. Cynthia Bridges (MIC 73)  
Mr. Randy Ferris (MIC 82)  
Mr. Todd Gilman (MIC 70)  
Mr. Jaime Garza (MIC 86)