

## OPPAL Advisory Committee Meeting Minutes

On Thursday, February 25, 2016, the meeting of the Optional Personal Property Assessment Link (OPPAL) Advisory Committee was held at 10:00AM in the Revenue Commissioner's Conference Room. Those in attendance included Committee Chairperson Jennifer Byrd, committee members Don Armstrong, Jim Carmichael, Leigh Ann Fair, Robert Miller, and Glen Ford. Also in attendance were Department of Revenue employees Derrick Coleman, Will Martin, Debbie Hornsby, Gary Graham, Arleen Alexander, Evelyn Pope, and Deputy Revenue Commissioner Brenda Coone. Committee members Mandi Freeman, Greg Norris, Wendy Williams, and Chris Kuykendall were not present.

Committee Chairperson Jennifer Byrd opened the meeting by welcoming everyone and thanking them for their attendance.

Jennifer Byrd then reviewed the minutes from the previous meeting. Glen Ford made a motion that the minutes be approved with Robert Miller seconding the motion. The motion carried and the minutes were so approved. Jennifer Byrd then presented the meeting agenda to the committee.

Old Business: Jennifer Byrd stated that user acceptance testing (UAT) would begin with testers from outside ADOR in April, most likely later in the month since CPA's will be working on taxes until after the 15<sup>th</sup>. She asked committee members to give her any contacts for testing after the meeting adjourned. She mentioned that she was having some difficulty in finding testers who were not CPA's, but taxpayers who filed their own taxes. She said that they need to have filed a paper return previously so they could note the differences in filing electronically and on paper. Once testers are identified, they will receive a link to the URL for the testing site. In-house testing using ADOR personnel will begin in March.

New Business: Vendors sent last year's data to PCC and now PCC will be pushing that data back through the SFTP site. If something doesn't come through correctly, they will have the opportunity to work out any problems. The vendors will receive a letter this week with instructions on how to pull the information from the SFTP site back into their systems.

Jennifer Byrd asked for any other business. There was none, and the demonstration of the URL began. She demonstrated how the website works, beginning with the login screen. The committee asked questions as the demonstration progressed. Robert Miller asked if PIN's could be deleted by a CPA if they were no longer representing a client. Jennifer Byrd answered that filings would not be deleted but since new PIN's are given out every year, the CPA would not have the ability to file for a client for whom they did not have a new PIN.

Jim Carmichael asked about the "Saved Filings" Actions button. Jennifer Byrd explained that this feature allows a user to continue working a return they previously began in another session. Leigh Ann Fair asked about a place for disposals to be noted in Part A. Jennifer Byrd stated that, since there is nowhere for vendors to capture that information in their systems, that feature would not be available in OPPAL.

Jennifer Byrd explained that the Part C that is currently showing on the site would be changed to Parts C and C-1 to separate the data about aircraft and hot air balloons. Suggestions for various small edits were made by committee members during the demo.

Jim Carmichael asked about whether OPPAL would have the ability to accept amended returns. Jennifer Byrd stated that it would not. If a taxpayer needed to file an amended return, they would have to do so on a paper form. Arleen Alexander suggested that information about filing amended returns should be included in the FAQ's.

After the demonstration a brief discussion of the testing schedule and the need for testers was reiterated. Don Armstrong asked about the "Help" feature in OPPAL. Jennifer Byrd said that there would be technical support available and support for tax questions as well. A further discussion of website progress followed.

Jennifer Byrd asked for any final comments. Derrick Coleman expressed appreciation for the committee members and asked anyone with questions to direct them to Jennifer Byrd. Brenda Coone informed the committee of the pending update of the Department of Revenue website. She asked for any suggestions for improvements to the website be sent to ADOR.

Jennifer Byrd announced the next meeting would be Wednesday, May 4, 2016. She thanked everyone for their attendance and the meeting was adjourned at 10:50 a.m.