



Outreach Program Annual Process Timeline

July 2, 2012

(NOTE: Boxed, italicized Items Reflect Customary In-person MTC Meetings)

Last week of July – Commission Annual Meetings & Conference

Contact Occurs	Who	Conversation
Aug/Sep (NLT Sep 15 th)	Compact & Sovereignty state tax administrators not on Executive Committee and who were not present at Commission’s annual meeting and not represented by routine designated alternate	<ul style="list-style-type: none"> • Introduce yourself • Missed them (or their state) at Commission meeting • Any questions about what happened? • Any other MTC questions or concerns? • Invite to December Executive Committee meeting • Provide contact info

Early December but avoiding the week after Thanksgiving – Uniformity & Executive Committee meetings

Contact Occurs	Who	Conversation
Jan/Feb (NLT Feb 15 th)	Compact & Sovereignty state tax administrators not present at Commission’s annual meeting and not represented by routine designated alternate, and did not participate in the December Executive Committee meeting	<ul style="list-style-type: none"> • Missed them (or their state) at Executive Committee meeting • Any questions about what happened? • Any other MTC questions or concerns? • Ask if they have someone attending March standing committee meetings (Uniformity, Litigation, Nexus, Audit)
Jan/Feb (NLT Feb 15 th)	New Compact & Sovereignty state tax administrators	<ul style="list-style-type: none"> • Introduce yourself • Welcome them • Introduce MTC • Any MTC questions or concerns? • Provide contact info • Will be getting letter & info from MTC, and will follow up

First, full week of March – Winter Committee meetings

Contact Occurs	Who	Conversation
Mar/Apr (NLT Apr 15 th)	Compact & Sovereignty state tax administrators not on Executive Committee	<ul style="list-style-type: none"> • Missed them (or their state) at Executive Committee meeting • Any questions about what happened? • Any MTC questions or concerns? • Invite to participate in “legislative day” and/or May Executive Committee meeting in Washington, D.C., and Commission’s annual meeting at end of July
Mar/Apr (NLT Apr 15 th)	New Compact & Sovereignty state tax administrators	<ul style="list-style-type: none"> • Following up • Did they get info from MTC? • Info Matrix • Any MTC questions or concerns?

First, full week of May – “Legislative day” on Capitol Hill combined with an Executive Committee meeting in D.C.

Contact Occurs	Who	Conversation
May/Jun (NLT Jun 15 th)	Compact & Sovereignty state tax administrators not on Executive Committee and did not participate in the May Executive Committee meeting and not represented by routine designated alternate	<ul style="list-style-type: none"> • Missed them (or their state) at Executive Committee meeting • Any questions about what happened? • Any MTC questions or concerns? • Encourage to attend Commission’s annual meeting at the end of July

Last week of July – Commission Annual Meetings & Conference