

**Guidelines for Refund Claims by Certain Retail Sales and Use Tax
Exemption Certificate Holders**

Task	Due Date	Completed
Set up website for guideline project that includes: <ul style="list-style-type: none"> • Description of project and issues to be addressed • Tentative work plan • Procedure for joining list of interested parties • Contact person Identify interested parties and industry associations and their contact information	5/25/2016	
Solicit comments and suggestions from interested parties via email and publication on website (Note that the nature and volume of the responses will influence TAX's decision on whether one or more meetings and/or conference calls are needed.)	5/26/2016	
Deadline for initial public comments	6/25/2016	
Draft Guidelines circulated Internally and Externally for Comment	7/15/2016	
<i>Meeting or telephone conference call (optional)</i>	TBA	
Deadline for public comments on draft guidelines (minimum of 60 days after publication of draft)	9/13/2016	
Publish final guidelines <ul style="list-style-type: none"> • Publish on website • Email to interested parties • Post in Policy Library as public document • Post on Town Hall 	10/1/2016	