

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143680 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Voluntary Disclosure Agreement Processing |

OVERVIEW –

Modifications being requested for the following sites: <https://sor.larematesellers.com/>,

As an administrator, I want to allow processing of Voluntary Disclosure Agreement filing within the System of records. I want the ability to provide taxpayers a VDA template to input their multi period, multi-jurisdiction return, so that I can import those records and process any payment as needed for that VDA.

I want the ability to record these VDA returns in a VDA type batch so that I can properly group all returns as VDAs.

Once returns are imported, I want the ability to indicate whether interest/penalties can/cannot be applied to the returns and want the ability to post payments against those return records.

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|--|
| Cost Impact | \$36,960.00 |
| Schedule Impact | 224 hours implementation & Testing (<i>Estimate</i>) |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--|-----------------------------|--|----------|
| Response | | Approved | | Deferred |
| | | Approved with Modifications | | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143675 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Outstanding Balance Report |

OVERVIEW –

Modifications being requested for the following sites: <https://sor.larematesellers.com/>.

As an administrator, I want a report that provides me a list of all returns with outstanding balance (Unsatisfied Debit Memo).

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|---|
| Cost Impact | \$2,640.00 |
| Schedule Impact | 16 hours implementation & Testing (<i>Estimate</i>) |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|----------|
| Response | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Deferred |
| | <input type="checkbox"/> | Approved with Modifications | <input type="checkbox"/> | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143674 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Open Refund Report |

OVERVIEW –

Modifications being requested for the following sites: <https://sor.larematesellers.com/>.

As an administrator, I want a report that provides me a list of all refunds (Credit Memos) including opened and applied. I should be able to select a date range that allows me to see historical refunds within the system.

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|---|
| Cost Impact | \$2,640.00 |
| Schedule Impact | 16 hours implementation & Testing (<i>Estimate</i>) |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|----------|
| Response | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Deferred |
| | <input type="checkbox"/> | Approved with Modifications | <input type="checkbox"/> | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143676 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Move Return from one Batch to another Batch |

OVERVIEW –

Modifications being requested for the following sites: <https://sor.larenotesellers.com/>,

As an administrator, I want to move a return in an open batch to another open batch. Ensure this activity is tracked and function is linked to an access where only a person with access to this feature can perform this action. Add message within action to allow user the ability to acknowledge or confirm the action needs to be performed.

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|---|
| Cost Impact | \$8,580.00 |
| Schedule Impact | 52 hours implementation & Testing <i>(Estimate)</i> |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|----------|
| Response | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Deferred |
| | <input type="checkbox"/> | Approved with Modifications | <input type="checkbox"/> | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143681 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Suspense Batch Type |

OVERVIEW –

Modifications being requested for the following sites: <https://sor.larematesellers.com/>.

As an administrator, I want to see a batch type of 'Suspense, so that I can isolate certain return types that fall into the suspense category under this new batch type.

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|--|
| Cost Impact | \$990.00 |
| Schedule Impact | 6 hours implementation & Testing (<i>Estimate</i>) |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|----------|
| Response | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Deferred |
| | <input type="checkbox"/> | Approved with Modifications | <input type="checkbox"/> | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143678 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Payment Under Protest Batch Type |

OVERVIEW –

Modifications being requested for the following sites: <https://sor.larematesellers.com/>.

As an administrator, I want to see a batch type of 'Payment Under Protest', so that I can isolate certain return types that fall into the PUP category under this new batch type.

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|--|
| Cost Impact | \$990.00 |
| Schedule Impact | 6 hours implementation & Testing <i>(Estimate)</i> |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|----------|
| Response | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Deferred |
| | <input type="checkbox"/> | Approved with Modifications | <input type="checkbox"/> | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143673 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Debit Memo Breakout By Tax/Interest/Penalty |

OVERVIEW –

Modifications being requested for the following sites: <https://remotesellersfiling.louisiana.gov/> .

As an administrator, I want to provide taxpayers the ability to see a breakdown of all debit memos to show the Balance in Tax, Interest, Penalty for each taxpayer's return record where there's an outstanding balance.

Note: This should be displayed within the Taxpayer's Homepage after login.

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|---|
| Cost Impact | \$5,280.00 |
| Schedule Impact | 32 hours implementation & Testing <i>(Estimate)</i> |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|----------|
| Response | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Deferred |
| | <input type="checkbox"/> | Approved with Modifications | <input type="checkbox"/> | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143679 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Debit Memo Breakout By Tax/Interest/Penalty |

OVERVIEW –

Modifications being requested for the following sites: <https://sor.larematesellers.com/>.

As an administrator, I want to see a breakdown of all debit memo to show the Balance in Tax, Interest, Penalty for each taxpayer's return record where there's an outstanding balance.

Note: This should be displayed within the Account History Tab.

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|---|
| Cost Impact | \$5,280.00 |
| Schedule Impact | 32 hours implementation & Testing (<i>Estimate</i>) |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|----------|
| Response | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Deferred |
| | <input type="checkbox"/> | Approved with Modifications | <input type="checkbox"/> | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |

CHANGE REQUEST

| | |
|----------------------|---|
| Date | 03/10/2023 |
| Request Number | CR-143677 |
| Requestor | Renee Roberie |
| Attention/Department | Sales and Use Tax |
| Billing Address | P O Box 2068 Baton Rouge, LA 70821 LARemoteSellersCommission@la.gov |
| Project Name | Remote Sellers Filing and Administrative Systems |
| Request Title | Holiday Calendar Settings |

OVERVIEW –

Modifications being requested for the following sites: <https://sor.larematesellers.com/>,

As an administrator, I want to set Holiday calendar within the SoR, so that if the original due date falls within a Holiday, after setting the calendar, a new due date will be established, and all interest/penalty calculations will become effective after the new due date.

Note: Setting should be link to the Portal so users are not required to set calendar in 2 different systems.

REASON FOR CHANGE –

Request from the Remote Sellers Commission as part of System enhancements.

COST ANALYSIS

| | |
|------------------------|---|
| Cost Impact | \$5,280.00 |
| Schedule Impact | 32 hours implementation & Testing (<i>Estimate</i>) |
| Tentative Release Date | TBD |
| Reviewed By | <i>Nonso Chukwujekwu</i> |
| Review Date | 03/10/2023 – Contract # 00226626 |

CLIENT RESPONSE

| | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|----------|
| Response | <input type="checkbox"/> | Approved | <input type="checkbox"/> | Deferred |
| | <input type="checkbox"/> | Approved with Modifications | <input type="checkbox"/> | Rejected |
| Responder Signature | | | | |
| Response Date | | | | |
| Notes | | | | |