

Attention!

The following PDF image of the Oklahoma Business Bulletin has been adapted for faster downloads from the internet.

This publication is mailed out in its full version quarterly. If you would like to have your name added to our mailing list, please contact us via one of the formats below:

1. Phone (405) 521-3637
2. Fax (405) 522-1711
3. Mail: Oklahoma Tax Commission
Communications Division
2501 North Lincoln Blvd.
Oklahoma City, OK 73194
4. E-mail: publications@oktax.state.ok.us

Thank you.

Oklahoma Business Bulletin



A Publication of the Oklahoma Tax Commission

The Oklahoma Tax Commission has several convenient locations available to serve taxpayers all across the state. Listed below are the state offices, addresses and telephone numbers.

Oklahoma City •

(405) 521-3279
2501 N. Lincoln Blvd.

(405) 522-0789
Shepherd Mall
NW 23rd and Villa

Tulsa •

(918) 581-2399
440 South Houston

McAlester •

(918) 426-0777
1533 South Main

Lawton •

(580) 248-8440
1602 NW Lawton Ave. #B

Ardmore •

(580) 226-4636
301 West Main, #316

In-State Toll Free •

1 (800) 522-8165
• extension 1-3279

..... The Oklahoma Business Bulletin is a quarterly publication of the Communications Division of the Oklahoma Tax Commission.

Questions and/or comments regarding this publication should be directed to the Communications Division at (405) 521-3637, or by writing to: Oklahoma Tax Commission, Communications Division, 2501 N. Lincoln Blvd., Oklahoma City, OK 73194.

Legislation Brings Change in Franchise Filing Options of Oklahoma Businesses

If your business files a franchise tax return, then you should have received a letter from Taxpayer Assistance recently regarding legislative changes on the due date of your return. Senate Bill 237 which was enacted last year will become effective September 1, 1998. This gives you, as a corporation, the option of changing the filing period/tax year of your franchise tax returns on returns that are due after September 1, 1998.

SB 237 allows you to make the election to file your franchise tax return at the same time and for the same period/tax year as you file your corporate income tax return. To clarify this, we have provided three samples below.

- 1) A calendar-year taxpayer, Corporation A, uses its Income Tax year-end date of December 31 for franchise tax purposes. Corporation A files and pays its franchise tax on July 1, 1998. The next Franchise Tax Return would be due on December 31, 1999, and delinquent if filed after March 15, 2000.
- 2) Corporation B uses its Income Tax year-end date of May 31 for franchise tax purposes. Corporation B files and pays Franchise Tax on July 1, 1998. Corporation B's next Franchise Tax Return would be due on May 31, 2000, and delinquent if filed after August 15, 2000.
- 3) Corporation C elects to keep their Franchise Tax Return dates the same, and their next Franchise Tax Return will be due on July 1, 1999.

It is important to note that this election option does not affect the requirement to file the franchise tax return for fiscal year 98-99, due July 1, 1998.

If you file a franchise tax return and did not receive your letter allowing the option to change the filing period, please contact Taxpayer Assistance as soon as possible. You can reach a customer service representative at 405-521-3160 or toll-free within Oklahoma at 1-800-522-8165 ext. 1-3160.

It will be assumed that those franchise filers who do not return a letter of election to the Tax Commission will continue with fiscal year filing of July through June. ■

Did You Remember to Renew Your Decals?

Decals for coin-operated devices (i.e. coin-operated music devices, coin-operated amusement devices, coin-operated vending devices and coin-operated bulk vending devices) were due for renewal on July 1.

The decal for coin-operated devices is a fee collected in lieu of state, city and county sales tax on products sold

through a vending machine. Decals are renewed each year on July 1 and are good through June 30 of the next year.

If you did not get your renewal form, or you have questions regarding the renewal of your decals, contact the Taxpayer Assistance Division at 405-521-3279 or toll-free in Oklahoma at 1-800-522-8165 ext. 1-3279. ■

Change of Procedure in Issuance of Sales Tax Exemption Cards

The Tax Commission has started replacing exemption letters for non-profit organizations with a computer generated exemption card. At this time letters that have been previously issued to exempt organizations are still valid. Vendors should currently accept either a letter or card from these types of organizations as proof of sales tax exemption.

It is planned to eventually issue cards to all exempt non-profit organizations, but until that time letters will continue to be issued to those organizations that are not in the listing below.

Organizations that are currently being issued computer generated exemption cards are: churches, museums, federally qualified health care facilities, migrant health centers, health care facilities receiving reimbursement from the Indigent Care Revolving Fund, community based health centers providing services at no cost and cultural organizations established to sponsor and promote educational, charitable and cultural events for disadvantaged children. These are in addition to the cards currently being issued to "Meals on Wheels" organizations, Older Americans Act funding recipients and "Collection and Distribution" organizations. ■

Business Workshops Provide All Ages of Business with Knowledge

Starting your own business is not an easy task. Along with all of the traditional worries that go along with setting out on your own, there are the state government requirements. With everything from sales taxes to unemployment insurance, it is easy to feel lost in the sea of paperwork.

The Oklahoma Tax Commission offers the key to simplification and understanding of the whole process. Tax laws, business structures, and formation steps are all taught in the Commission's New Business Workshops. Attendees receive information to aid in making those decisions that are critical to business operations and extra time is always allowed for individual questions.

You don't have to be starting up a new business to attend and gain from this workshop. Many people who have been in business for years also attend to gain a better understanding of tax processes and receive the latest in tax legislation that affects their business structure.

These workshops are offered on the second and fourth Tuesday of each month in Tulsa, and on the second and fourth Wednesday every month in Oklahoma City. Workshops are given at various other locations throughout the state. For more information on locations or reserving a seat for one of these workshops, please call (405) 521-3279. Also, see the listing of upcoming workshops on page four of this month's Oklahoma Business Bulletin.

If you are interested in scheduling a workshop for your organization or area, please call (405) 521-3637. Locations are selected based on requests. ■

Telefile Saves Time and Postage for No Tax Due Sales Tax Filers

If you are filing a sales tax report that indicates a no-tax due amount, why not try out our Telefile system. By using Telefile, this eliminates the need to send in your tax report and saves the agency many hours of data entry processing.

With semi-annual and monthly sales tax currently due, this could be a quick and convenient way to file your report. Filing by telephone is easy. Just call 1-800-233-2188 and let your fingers do the reporting.

A few quick tips on using Telefile:

Have your reporting form in front of you so permit numbers and reporting periods are available to you

The earliest date the Telefile system will allow you to file for a reporting period is the first of the month following the period you are reporting

Remember that the Telefile computer is looking for a two digit month and a four-digit year - (August 1998 would be 081998). ■



Early Bird Gets the Worm

While being available to answer your questions is a priority to us at the Oklahoma Tax Commission, there are times when it becomes quite difficult to get through to our phone-in assistance areas. Next time you have a question or need assistance on a tax issue, avoid the rush and contact a Taxpayer Assistance representative during our off-peak hours.

Between 7:30 am to 9:00 am is generally the best time to through to our phone bank areas. As the day progresses, the number of calls also increase and it can be trying at times to get through to a representative.

If when you call in, you are put on a hold line with a recording, don't hang up. These calls are answered in the order they are received, therefore hanging up and calling again will only delay the receiving of assistance.

Let you know how busy these telephone lines get, our representatives answered approximately 38,000 calls per month between January and June.

If you have access to a computer and would like to e-mail your question(s) to the Oklahoma Tax Commission, you may forward your message to:

otcmaster@oktax.state.ok.us

Many common questions can be answered by the information available on the Commission's web site. Visit our site at:

www.oktax.state.ok.us

Also, if your question is concerning a topic outlined within the green boxed article on page four, you are welcome to call that number shown for more direct assistance.

Providing you fast and effective assistance is our goal and we are always finding new ways to serve you. ■

New in Business and Need a FEI Number Immediately? Don't Panic!

Have you just started your business recently or are just now hiring employees and find yourself in need of obtaining a Federal Employee Identification Number (FEI)? Well, the Shepherd Mall location of the Tax Commission may be able to issue a conditional FEI for your company today.

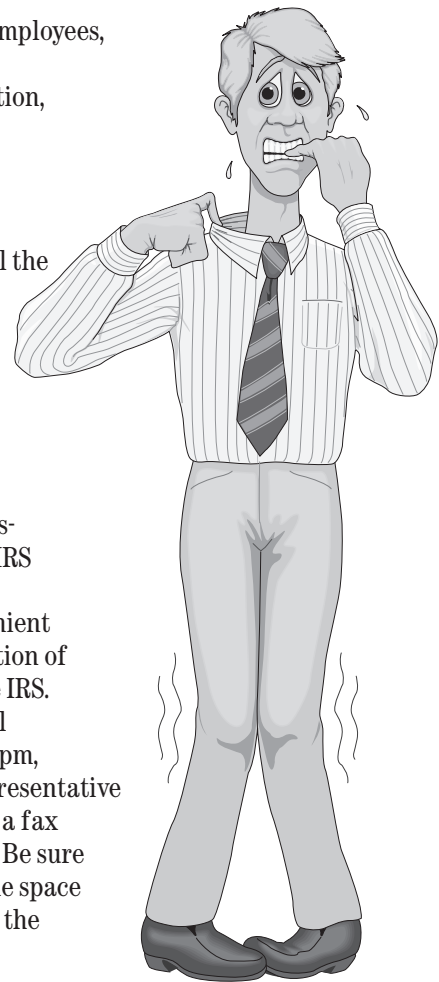
If you need a FEI for one of the following business types, you can apply in person at our Shepherd Mall, Oklahoma City location and fill out an IRS form SS-4.

- sole proprietorship with employees,
- partnership,
- personal services corporation,
- corporation,
- household employer, or
- limited liability company.

The FEI will be conditional until the application form (SS-4) is processed by the IRS. The IRS will notify you within three weeks, when the FEI becomes official.

This service is being brought to you by the combined efforts of the Oklahoma Tax Commission, the Arkansas-Oklahoma IRS District and also the IRS Austin Service Center.

If Oklahoma City is not a convenient location for you, there is also the option of phoning your request directly to the IRS. First, complete a form SS-4, then call (512) 460-7823 between 7:30am - 7:00pm, Monday through Friday. An IRS representative will issue the FEI, and then give you a fax number to forward your Form SS-4. Be sure and write the newly issued FEI in the space provided in the right hand corner of the form prior to sending. ■



Are You Receiving Your Forms?

Have you recently changed the mailing address of your business, or found that you have not received your forms lately? If this is the case, don't miss another mailing. Contact our Taxpayer Assistance line at (405) 521-3279 to verify and/or update your records. Also, at that time, you can order any forms that you may have missed. ■

Upcoming New Business Workshops

For more information about the Oklahoma Tax Commission's New Business Workshops, please see the article on page two.

July 1998

July 6
Midwest City • 1:00 pm

July 8
Oklahoma City • 9:00 am

July 14
Tulsa • 9:30 am

July 17
Hugo • 9:30 am

July 22
Oklahoma City • 9:00 am

July 23
Durant • 9:30 am

July 24
Ardmore • 9:30 am

July 28
Tulsa • 9:30 am

August 1998

August 3
Midwest City • 1:00 pm

August 4
Midwest City • 9:00 am

August 11
Tulsa • 9:30 am

August 12
Oklahoma City • 9:00 am

August 20
Tulsa • 9:00 am

August 21
Hugo • 9:30 am

August 25
Tulsa • 9:30 am

August 26
Oklahoma City • 9:00 am

August 27
Durant • 9:30 am

August 28
Ardmore • 9:30 am

“What Number Do I Call for ... ?” “How Can I Get a Form Fast?”

In the age of electronics and technology, contacting the Tax Commission is as easy as picking up the phone, dialing for a fax, or even turning on your computer. With so many ways to reach us, the answer to your questions are just moments away...

Call us any time between Monday through Friday, 7:30 - 4:30. Our customer service representatives are ready to assist you with business and income tax questions, form orders, or even business tax workshop reservations.

Taxpayer Assistance 521-3279 or 521-3160

business tax issues • gross production
sales tax issues • business registration
income tax assistance • franchise taxes
motor fuel questions • withholding taxes
(During peak times, your call may be placed on hold.
Please wait for the next available operator.)

Toll Free Number (Oklahoma only) 1-800-522-8165 Telefile (Sales Tax - no taxes due only) 1-800-233-2188

Forms Request: Business Tax Forms 521-4667

Forms Request: Income Tax Forms 521-3108

Audit Division 521-3251

Ad Valorem Division 521-3178

Collections Division 521-3281

Legal Division 521-3141

Motor Vehicle Division 521-3221

(All numbers are 405 area code unless otherwise indicated.)

To contact a field office in your location, please refer page one of the Business Bulletin for locations and phone numbers.

By Fax...if you are in need of a tax form or packet call our FaxBack system day or night. Currently not all of our forms are available. Just call (405) 522-0465 to place an order, or to order the FaxBack catalogue. Items requested through FaxBack are faxed to you within 30 minutes.

By Internet...if you have a computer and internet service, visit our site at www.oktax.state.ok.us. We have downloadable forms, information on all the divisions of the agency, as well as the opportunity for you to e-mail questions or comments to agency personnel. While we try to answer all e-mails in a timely manner, please be patient during peak seasons. When possible, please include name, address, and a daytime phone number if you would prefer us to answer by phone.

