



Wyoming Fuel Tax News

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MARCH 2018

SPECIAL POINTS OF INTEREST:

- **FTA Update**
- **Electronic Signature Update**
- **WYO Hosts FTA Conference**
- **FTA Customer Profile**
- **We Share Your Passion**

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Visit us on the web:
www.dot.state.wy.us/home.html

All Things FTA

A very belated HAPPY NEW YEAR from the Wyoming Fuel Tax Team!! We hope that all had a very happy holiday season and that the new year is treating each of you well. Due to multiplying priorities at the end of 2017, we did not get a newsletter produced in a timely manner, so we decided to pack all of the information into the March 2018 newsletter.

No doubt, one of the primary areas of interest to our customers right now is the new electronic signature and electronic filing process. We have dedicated the entire second page to providing our customers with a comprehensive update, but as front-page news, let us share the part of the update related to the projected “go live” date. We, along with our IT and Financial Systems partners, anticipate a mid-August 2018 transition to the new filing process. Thanks to our customers and several vendors, we have done a good amount of testing already, and we anticipate several more rounds of testing prior to going live. More information on page two – see you there!

While a good amount of FTA Leadership’s time has been spent working on the aforementioned electronic signature and filing process, the remainder of the FTA Team has been focused on bringing customer accounts “current” while accomplishing cross-training in some areas. Considering where we were several years ago or even a year ago, we have come a long way towards achieving our goal of becoming “current” with account work. We did experience some employee turnover at the end of the year, so we’re in the process of adding a new member to the team. As you all know, losing an experienced team member equates to a short-term loss in productivity and a shift in the workflow, but we remain committed to the goal of becoming current and we will get there.

On the team topic, the last four months have

seen the FTA Team accomplish a good amount of individual and collective inner-work that relates to team building and strategic planning. From core values identification to completion of Strengthsfinder 2.0 and the Myers-Briggs Type Indicator (MBTI), the FTA Team is completing the foundational steps to building a highly effective and highly functioning team. If you’ve been reading this newsletter for a number of years, this likely sounds very familiar as we continually keep a three-pronged approach: Technical, strategic and team. This multi-focus not only makes us more effective and efficient, but it also keeps work interesting.

On the strategic planning front, WYDOT programs are expected to build a three year strategic plan using the Balanced Scorecard strategic planning tool. FTA has been very active with this process in the past although the last three year period proved very challenging (as you all know) with retirements, transfers, etc. While we achieved a good number of strategic activities, we did not work our plan with the intense focus that we typically do. We are now poised to develop a new three year strategic plan for Fuel Tax Administration, and we will begin that process in the second quarter of this year. While there will be some diversion from previous plans, please rest assured that, as in the past, our strategic plan will be centered on you, the customer. Our commitments to partner with our customers and achieve our mission effectively and efficiently have not wavered, and we anticipate the ability to equitably split our focus over the next three years to achieve the goals we identify in our new strategic plan. As always, once we have the plan developed we will share it here as we want you to know where we are headed both technically as well as strategically.

Electronic Signature Update

Please accept our apologies for the lack of continuing communication related to this project. While we've had the opportunity to have one-on-one conversations with customers concerning the project, we have not had the opportunity to share an update collectively.

The electronic signature project (as it has become known as) continues moving towards implementation. As many of you are aware, it is now much more than just the ability to sign the coversheet electronically. Let's take a few minutes to cover exactly what this new process is going to look like.

Let's start by explaining our goal: Our goal is to create a one-stop-shop for FTA customers where electronic returns can be uploaded, supporting documentation can be attached, and payment can be made. The hold-up on our end has been working

to figure out the last element—a "Pay Now" option—and we believe we have arrived at a viable solution. We are now working to refine and test the "Pay Now" option to ensure its effectiveness. While we are aware that the end product will not likely be utopia, we do believe it will be a drastic improvement in both process and efficiency.

Prior to the transition, we need to ensure that we have provided all of the relevant information to our customers, received all required documentation from our customers, and hopefully answered all of your questions. Several months ago we sent Electronic Signature Trading Partner Agreements to all customers, and we have received the majority of them back. If you have not yet submitted the Trading Partner Agreement, please return it to us as soon as possible as a signed agreement will be required for

you to file electronically in the new system.

Customers will still file either EDI or CSV files through a portal on the website. There are new EDI specifications that will need to be employed when this process goes live. Until then, customers will need to continue using the current EDI specifications. The new EDI specifications are posted on the FTA website in two formats: One format is simply the proposed new EDI specifications, and the other format highlights the actual changes to the EDI specifications.

We are continuing to diligently work through all of the elements related to this project (there are so many!), and we are attempting to be patient as all the pieces come into place. The anticipated transition to this new process is now mid-August 2018, but we are optimistic it will be worth the wait.

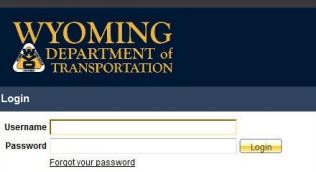
****PLEASE NOTE****

WYDOT is transitioning to a new data center. Please make this change immediately:

Change for Fuel Tax Customers using 'fueltax' FTP user: Replace pchlwydot05.dot.state.wy.us with erp-ftp.dot.state.wy.us as the Host Name in your FTP client

User 'fueltax' credentials will remain the same. FTA customers will not need to make any further changes when we cut over to the new data center. IT will re-direct erp-ftp.dot.state.wy.us from the current server to the new server at the time of go-live cutover (scheduled for 4/13).

On the initial connection using erp-ftp.dot.state.wy.us, you may be asked for confirmation to add this new entry to your cache. Please accept that change. Once we transition (scheduled for 4/13), FTA customers will no longer be able to transfer files using the current pchlwydot05.dot.state.wy.us Host Name.



Wyoming Hosting FTA Pacific Region Conference

Wyoming Fuel Tax Administration is pleased to be hosting the Pacific Region Federation of Tax Administrators, Motor Fuel Section Conference at the end of April in Jackson Hole, Wyoming.

Each Spring, the Pacific region meets in one of the member states to discuss topics ranging from emerging fuels to regulatory changes and everything in-between. Without question, the information shared at these conferences is invaluable, and the ability to network with our counterparts from neighboring states as well as industry representatives makes this time well spent.

This year’s agenda includes guest speaker Mark Larson, Executive Vice President with Wyoming Petroleum Marketers Association, a panel discussion concerning retailer’s inventory tracking, the FTA National Chair’s report, a panel discussion concerning how petroleum products are moved in western states, a speaker to help us understand the carbon tax, and a presentation covering current evasion

schemes. No doubt, more will be added to the agenda as we move closer to the conference. Additionally, every conference includes a government only task force meeting and a Uniformity Meeting.

The FTA Pacific Region consists of Wyoming, Colorado, Idaho, Montana, Utah, Nevada, California, Oregon, Washington, and Texas. In addition to state representatives, industry representatives, Federal Highway Administration representatives, and Internal Revenue Service representatives also attend the conference.



Wyoming FTA Customer Profile

NAME: Darla Homer

COMPANY NAME: Homax Oil Sales

How long have you been in business?
40 years

Where is your business located?
Casper

How many people work for your company?
Approximately 150

What is the biggest challenge your business is facing right now?
Hiring qualified drivers

What changes would you like to see Fuel Tax Administration implement?
Online payments like Department of Revenue

Any words of wisdom you would like to share?
I'm not very wise, but maybe 'Do it right the first time'



We Share Your **PASSION**



Deana Albach:
Tax Examiner

I have several things I am passionate about. Here are just a few:

I love spending time with my daughter, Natosha and grandsons, Donovan and Dominick. We learn, laugh, cry, and sing. I enjoy hearing about their day and sharing mine with them.

My furry family gives me hours of entertainment, unconditional love, and companionship. They play and get into everything, which I am

pretty sure my grandsons taught them, and sometimes they even bring me “presents” (not the kind you really want brought into the house).

Bowling with my team is fun and competitive. It brings us together weekly and gives us the opportunity to get to know other teams as well.

I enjoy weekly craft night with my sister and my niece. We also have friends and other family who drop in. We eat dinner together, paint, sew, and are currently learning how to quilt. This allows

us to have quality time together while being creative.

My passions provide me with the smile to start my day, excitement to share, the willingness to learn, and they are the reason I am dedicated to family, friends and team.



State of Wyoming
Department of
Transportation

Fuel Tax Administration

5300 Bishop Boulevard
Cheyenne, Wyoming

Phone: 307-777-4826

Fax: 307-777-4769

www.dot.state.wy.us

The Fuel Tax Team

Leadership Team

Wayne Hassinger, Program Manager: 307-777-3909

Kimberly Peters, Program Supervisor: 307-777-3926

Team Members

Service Delivery Team

Jon Peterson, Senior Tax Examiner: 307-777-4832

Carol Denny, Tax Examiner: 307-777-3947

Vicki Klein, Tax Examiner: 307-777-4856

Deana Albach, Tax Examiner: 307-777-4836

Michael Turner, Tax Examiner: 307-777-3984

Quality Team

Bruce Messer, Senior Tax Examiner: 307-777-4840

Richard Sartain, Tax Examiner: 307-777-4831

Tiffany Romero, Tax Examiner: 307-777-4845

Kelli Kolkman, Tax Examiner: 307-777-4828

Vacant, Tax Examiner: 307-777-4833

Main Fuel Tax Line: 307-777-4826