

## Washington State Department of Revenue Business Advisory Council Charter

### **PURPOSE**

The Washington State Department of Revenue (Department) Director seeks feedback, through the creation of a Business Advisory Council, on how tax policy and administration may affect taxpayers, and seeks to ensure that that this input is coming from a broad and representative range of stakeholders, some of whom may be affected differently than others.

The purpose of the Business Advisory Council (the "Council") is to:

- Establish a diverse representative forum to facilitate dialogue between the Department and representatives of the business community and other members of the public, around tax policy and operational issues.
- Provide ideas, input and perspectives to the Department, and to assist the Department to better understand how different administrative options may affect taxpayers.
- Assist the Department in identifying efficiencies in the administration of state taxes and fees and to offer constructive feedback regarding current or proposed tax policy.
- Be a forum for accurate and broad stakeholder feedback, which is essential for a tax agency to adhere to in order to provide efficient and fair tax administration and quality service to its customers.

### **MEETINGS**

The Council will meet four times a year on dates to be agreed upon by the Department in consultation with the members of the Council. Appointed members may not send substitutes on their behalf without approval from the Director.

All meetings will be open to the public.

### **AGENDA**

The Council's agenda will be developed by the Director and Department staff on topics relating to tax policy and operational issues. Agenda topics may be submitted to the Director in advance of each meeting by Council members for consideration. Topics may include issues of broad interest to the members of the Council, but shall not include urgent or taxpayer-specific matters.

### **MEMBERS**

- The Council membership shall consist of not more than 16 members appointed by the Director.
- Members serve at the discretion of the Director and vacancies may be filled by the Director. The Council may provide feedback on how best to fill any vacancies.

A goal in selecting members will be to establish a Council that includes stakeholders from diverse backgrounds. The Director will seek members representing a background in state and local tax policy matters, such as tax and policy professionals, representatives of large and small businesses, associations, tax practitioners, economists, community leaders, new business development groups, and others as identified.

The Council will benefit from members with a diverse background from across the state by providing a rich variety of perspectives that represents the diversity of Washington State. The members' purpose will be to provide input to the Director on state tax policy and operational issues.

### **DESCRIPTION OF DUTIES**

- The Council serves as a purely advisory body to the Director.
- With respect to the established agenda, the Council may review existing tax policy issues and/or may recommend policy options concerning emerging tax administration issues; suggest options for operational improvement; offer constructive feedback regarding current or proposed policies, programs, and procedures; and advise the Director with respect to other issues having

substantive effect on Washington State tax administration.

**DEPARTMENT SUPPORT**

The Department will organize, host, and provide staff to support the Council meetings. Members will not be compensated or reimbursed for any of their expenses by either the Department or the state of Washington.