

Guidelines for the Updated Pass-Through Entity Withholding Guidelines		
Task	Due Date	Completed
Revise website for guideline project to include: <ul style="list-style-type: none"> • Email soliciting public comments • Tentative work plan • Procedure for joining list of interested parties • Contact person 	6/30/13	6/5/13
Deadline for initial public comments (minimum of 30 days after notice soliciting comments).	6/30/13	6/30/13
Publish draft guidelines; announce if meeting or conference call is scheduled, or if only written comments will be accepted.	10/28/14	10/28/14
<i>Meeting or telephone conference call (optional).</i>	TBA	
Deadline for public comments on draft guidelines (minimum of 60 days after publication of draft).	12/29/14	
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 	4/1/15	