

<b>Guideline For Corporate Apportionment Formulas for Manufactures (Updated August 30, 2012)</b>		
<b>Task</b>	<b>Due Date</b>	<b>Completed</b>
Set up website for guideline project that includes: <ul style="list-style-type: none"> <li>• Description of project and issues to be addressed</li> <li>• Tentative work plan</li> <li>• Procedure for joining list of interested parties</li> <li>• Contact person</li> </ul>	6/6/11	6/6/11
Identify interested parties and industry associations and their contact information (in addition to those who sign up after website goes on line)	6/6/11	6/6/11
Solicit comments and suggestions from interested parties via email and publication on website. Among the issues to be addressed: <ul style="list-style-type: none"> <li>• Definition of manufacturers and who is an eligible corporation;</li> <li>• Process for determining number of employees for mergers, acquisitions, or spin-offs; and</li> <li>• Source to be used to determine average wage;</li> </ul> (Note that the nature and volume of the responses will influence TAX's decision on whether one or more meetings and/or conference calls are needed.)	6/6/11	6/6/11
Deadline for initial public comments (minimum of 30 days after notice soliciting comments)	7/6/11	7/6/11
Publish draft guidelines; announce if meeting or conference call is scheduled, or if only written comments accepted.	8/31/11	10/3/11
<i>Meeting or telephone conference call (optional)</i>	TBA	
Deadline for public comments on draft guidelines (minimum of 60 days after publication of draft)	10/31/11	12/5/11
Publish <u>second</u> draft guidelines; announce if meeting or conference call is scheduled, or if only written comments accepted.	8/31/12	8/30/12
Deadline for public comments on <u>second</u> draft guidelines (minimum of 60 days after publication of draft)	10/31/12	
Publish final guidelines	12/31/12	

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<ul style="list-style-type: none"> <li>• Publish on website</li> <li>• Email to interested parties</li> <li>• Post in Policy Library as public document</li> <li>• Post on Town Hall</li> </ul>		