

Cigarette Resale Exemption Certificate Guidelines Workplan		
Task	Due Date	Completed
Set up website for guideline project that includes: <ul style="list-style-type: none"> • Description of project and issues to be addressed • Tentative work plan • Procedure for joining list of interested parties • Contact person Identify interested parties and industry associations and their contact information	3/16/2017	
Solicit comments and suggestions from interested parties via email and publication on website	3/16/2017	
Deadline for initial public comments	4/17/2017	
Draft Guidelines posted on website and circulated for comment	5/15/2017	
Meeting with interested parties to discuss draft* *Optional - the nature and volume of the comments will influence the Department's decision on whether one or more meetings or conference calls are needed.	TBD	
Deadline for public comments on draft guidelines	7/15/2017	
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 Department of Planning and Budget's Town Hall 	8/1/2017	