

**DEPARTMENT OF REVENUE, TAX DIVISION**  
**PUBLIC WORKSHOP**  
**Revised Electronic Submission Process**  
**and**  
**Format of Monthly Information Reporting Form**  
**Tuesday, January 20, 2009**  
**Tuesday, January 27, 2009**

The Tax Division is revising our existing electronic process and format used to submit the “Monthly Information Reporting Form” for oil and gas properties production tax data required by 15 AAC 55.520 Monthly Filings. Monthly estimated production tax reports and certain operator reports are currently submitted in a series of Excel workbooks with numerous worksheets and PDF documents. The new process uses a standardized format for data submission that allows the Tax Division to import validated data into a DOR database using a more efficient tool to gather reported information. This is not to be confused with the “Annual Tax Return Form project” also underway by the Division.

Upon implementation of this new electronic process and format, the Excel format will no longer be acceptable. The submission of data electronically in a specified XML format with predefined codes will be required beginning with the filing for the January 2009 production month, due March 2, 2009. The new system will be available on our website at [www.tax.alaska.gov/](http://www.tax.alaska.gov/) February 1, 2009. The new process uses the Online Tax Information System (OTIS) currently in place for production tax payments. User Documentation will be made available on the ACES/PPT Forms web page on Monday, January 12, 2009.

A Taxpayer Workshop in Anchorage, Alaska is scheduled on January 20, 2009 and again on January 27, 2009 to present the new process and provide instruction on the data submittal process (listed below). The workshop is a one day session being offered twice to accommodate schedules and only one day needs to be attended. The workshops will be held in the East Hearing Room of the Regulatory Commission of Alaska, located at 701 West 8<sup>th</sup> Avenue, Suite 300, Anchorage, Alaska from 9:00 a.m. until 4:00 p.m.

Changes in statutes and regulations, and the volume of associated data illustrate the need for a data repository. In December 2007, Alaska’s Clear and Equitable Share (ACES) oil and gas legislation was signed into law, amending the law commonly known as the Petroleum Profits Tax (PPT). The PPT replaced the Economic Limit Factor (ELF) tax structure in 2006. The DOR Tax Division is required by law to continue collecting ELF data.

Under 15 AAC 55.520, Monthly Filings, companies are required to report oil and gas production volumes, expenditures, and values used to calculate the estimated monthly tax credits and liabilities. The summarized data submittal process is outlined below.

**Taxpayer Data Submittal Process:**

- 1) Obtain the most current version of the XML schema from the DOR Tax Division web site.
- 2) Create an XML file containing submission data as defined in the current XML schema using an XML authoring software (or some other means) that provides real-time validation during data entry.
- 3) Log in to OTIS and submit the XML data submission file.

- 4) The XML file is processed by an online Data Validator. Any errors found will be returned to the Taxpayer as error messages on screen.
- 5) If errors were found, correct reported errors and resubmit the XML file. This operation must be repeated until the data file is accepted by OTIS as error free.
- 6) Upon successful validation, the Taxpayer will receive an electronic receipt and the validated data will be parsed into the database. The XML file submitted for each reporting period will be archived in the database.
- 7) Amendments will be stored as complete submissions in the database. No data will be overwritten.

We appreciate your efforts and request your attendance in person or telephonically at our upcoming workshop. Interested parties wishing to participate by teleconference, please:

- 1) Not more than ten minutes prior to the start of the meeting, dial 1-800-315-6338
- 2) When prompted for a code, enter 1003, followed by the “#” sign

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Deborah Brooks at (907)269-6620 no later than January 15, 2009 to ensure that any necessary accommodations can be provided.

If you have any questions or comments about this request, please call Dona B. Keppers at (907) 269-1034, or via email at: [dona.keppers@alaska.gov](mailto:dona.keppers@alaska.gov).

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