

# Oklahoma Tax Commission

Lead Administrator: Tony Mastin, Executive Director

FY'16 Projected Division/Program Funding By Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
Headquarters/Administrati	\$2,420,000	\$0	\$401,000	\$0	\$0	\$2,821,000
Taxpayer Assistance	\$6,281,000	\$0	\$3,914,000	\$0	\$0	\$10,195,000
Ad Valorem	\$2,222,000	\$0	\$72,000	\$0	\$0	\$2,294,000
Central Processing	\$3,127,000	\$0	\$2,058,000	\$0	\$0	\$5,185,000
Tax Policy	\$898,000	\$0	\$696,000	\$0	\$0	\$1,594,000
Management Services	\$4,498,000	\$0	\$1,132,000	\$0	\$0	\$5,630,000
Legal	\$2,237,000	\$0	\$253,000	\$0	\$0	\$2,490,000
Compliance	\$3,947,000	\$0	\$28,770,000	\$0	\$0	\$32,717,000
Motor Vehicle	\$4,288,000	\$0	\$4,293,000	\$0	\$0	\$8,581,000
Film Rebate	\$0	\$0	\$0	\$0	\$0	\$0
Data Processing	\$11,478,000	\$0	\$13,650,000	\$0	\$0	\$25,128,000
<b>Total</b>	<b>\$41,396,000</b>	<b>\$0</b>	<b>\$55,239,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$96,635,000</b>

\*Source of "Other" and % of "Other" total for each.

FY'15 Carryover by Funding Source						
	Appropriations	Federal	Revolving	Local	Other*	Total
FY'15 Carryover			\$23,427,000			\$23,427,000

\*Source of "Other" and % of "Other" total for each.

**What Changes did the Agency Make between FY'15 and FY'16?**

**1.) Are there any services no longer provided because of budget cuts?**  
 The agency provides the primary revenue collection function for state government funding. All statutory tax and fee administration functions and services have been continued during the fiscal year. Savings from electronic filing initiatives have allowed the agency to absorb fixed cost increases during the year.

**2.) What services are provided at a higher cost to the user?**  
 All fees associated with tax administration are statutory. No statutory fee increases have been enacted for Fiscal FY16.

**3.) What services are still provided but with a slower response rate?**  
 With declining resources, some areas have experienced slower response times. Phone calls and inquiries from taxpayers have been delayed with lower staff available on the phone bank. Business refunds, registrations and oil and gas well registrations have also been delayed in some instances.

**4.) Did the agency provide any pay raises that were not legislatively/statutorily required? If so, please provide a detailed description in a separate document.**  
 No

FY'17 Requested Division/Program Funding By Source							
	Appropriations	Federal	Revolving	Other	Total	% Change	
Headquarters/Administrati	\$2,420,000	\$0	\$401,000	\$0	\$2,821,000	0.00%	
Taxpayer Assistance	\$6,281,000	\$0	\$3,914,000	\$0	\$10,195,000	0.00%	
Ad Valorem	\$2,222,000	\$0	\$72,000	\$0	\$2,294,000	0.00%	
Central Processing	\$3,127,000	\$0	\$2,058,000	\$0	\$5,185,000	0.00%	
Tax Policy	\$898,000	\$0	\$696,000	\$0	\$1,594,000	0.00%	
Management Services	\$4,498,000	\$0	\$1,132,000	\$0	\$5,630,000	0.00%	
Legal	\$2,237,000	\$0	\$253,000	\$0	\$2,490,000	0.00%	
Compliance	\$3,947,000	\$0	\$28,770,000	\$0	\$32,717,000	0.00%	
Motor Vehicle	\$4,288,000	\$0	\$4,293,000	\$0	\$8,581,000	0.00%	
Film Rebate	\$0	\$0	\$0	\$0	\$0	0.00%	
Data Processing	\$11,478,000	\$0	\$13,650,000	\$0	\$25,128,000	0.00%	
<b>Total</b>	<b>\$41,396,000</b>	<b>\$0</b>	<b>\$55,239,000</b>	<b>\$0</b>	<b>\$96,635,000</b>	<b>0.00%</b>	

\*Source of "Other" and % of "Other" total for each.

FY'17 Top Five Appropriation Funding Requests	
	\$ Amount
No New Funding Requests	

**Total Increase above FY-17 Request** 0

**How would the agency handle a 5% appropriation reduction in FY'17?**

A 5% appropriation reduction, totaling \$2,069,800, may result in the reduction of all contract personnel used to process payments and returns. This would necessitate the shifting of full time divisional staff to the Central Processing section for opening and processing returns resulting in a delay in issuing permits for new businesses and other services provided to taxpayers as well as the collection of state revenues.

**How would the agency handle a 7.5% appropriation reduction in FY'17?**

In order to accommodate a 7.5% reduction totaling \$3,104,700, a strict hiring freeze would be implemented throughout the year resulting in the loss of approximately 60 full time employees, in addition to the reduction of all contract personnel used to process payments and returns. This would result in a shifting of full time divisional staff to the Central Processing section for opening and processing returns. These actions would have a significant negative impact on the entire agency, as well as the state, due to significant lower revenue collections.

**How would the agency handle a 10% appropriation reduction in FY'17?**

To accomplish this reduction of \$4,139,600, all temporary employees would be eliminated resulting in the shifting of full time employees to open and process mail and incoming returns. Additional full time reductions through reductions in force would also be necessary. Every program of the agency would be negatively impacted. In addition to a substantial delay in customer service, such as issuance of business permits, the payment of individual income tax refunds could be delayed causing the payment of interest to taxpayers.

**Is the agency seeking any fee increases for FY'16?**

		\$ Amount
Increase 1	N/A	\$0
Increase 2	N/A	\$0
Increase 3	N/A	\$0

**What are the agency's top 2-3 capital or technology (one-time) requests, if applicable?**

N/A

**Federal Government Impact****1.) How much federal money received by the agency is tied to a mandate by the Federal Government?**

No federal funds are received by the agency. The agency is totally funded from state appropriations and fees associated with tax administration.

**2.) Are any of those funds inadequate to pay for the federal mandate?****3.) What would the consequences be of ending all of the federal funded programs for your agency?****4.) How will your agency be affected by federal budget cuts in the coming fiscal year?****5.) Has the agency requested any additional federal earmarks or increases?****Division and Program Descriptions****Central Processing**

This activity includes the receipt and processing of all tax documents and remittances. Three million payments totaling \$11.2 billion are prepared for deposit with the State Treasurer and 1.7 million returns are processed annually.

**Taxpayer Services**

This program includes the registration and licensing of business taxpayers, maintenance of taxpayers' accounts, including problem resolution, business refunds, communication, and taxpayer education.

**Motor Vehicle**

This program includes the issuance of title and registration information for vehicles, boats and motors, truck registration and prorations and the administration of motor fuel tax laws.

**Compliance**

This program's primary functions are the collection of delinquent taxes and performing audits of the various tax types, including business and individual taxpayers. The program generates revenues for the state and assists in enhancing the compliance rate of taxpayers. Activities also include delinquency hearings, filing of liens and establishment of payout plans.

**Legal Services**

This program provides legal services to the various divisions in the administration and collection of tax revenues. Activities include: litigation protests, collections, bankruptcy, statutory/legislative reviews, and the promulgation of rules.

**Ad Valorem Programs**

Program activity includes the monitoring of locally assessed property and the valuation of centrally assessed property in Oklahoma for ad valorem taxation purposes. Ad Valorem exemptions are also audited and reviewed.

**Tax Policy and Research**

This division is a centralized unit responsible for the development and review of tax policy and procedures, research, legal and administrative decisions and legislation. Revenue estimates are also provided for certification.

**Headquarters/Administration**

This activity includes the Commissioners, administrative staff, law judges, the Executive Director's office and internal audit.

**Support and Management Services**

This activity includes the Agency's accounting functions, personnel functions, employee training, printing, inventory management, mail out and computer services. Apportionment of revenues to state and local entities is a primary function.

FY'17 Budgeted FTE							
	Supervisors	Classified	Unclassified	\$0 - \$35 K	\$35 K - \$70 K	\$70 K - \$\$\$	
Headquarters	1	2	14	0	8		8
Administration	14	1	8	1	4		4
Taxpayer Assistance	9	67	12	56	21		2
Communications	0	1	9	0	9		1
Account Maintenance	10	57	10	48	17		2
Ad Valorem	7	17	5	8	13		1
Central Processing	9	45	10	44	9		2
Tax Policy	2	1	14	1	10		4
Management Services	7	19	19	13	21		4
Human Resources	0	0	5	1	3		1
Information Technology	8	1	40	0	38		3
Legal	1	16	15	13	14		4
Compliance	37	194	47	138	97		6
Motor Vehicle	13	76	8	56	26		2
<b>Total</b>	<b>118</b>	<b>497</b>	<b>216</b>	<b>379</b>	<b>290</b>		<b>44</b>

FTE History					
	2016 Budgeted	2015	2012	2009	2005
Headquarters	16	16	15	17	17
Administration	9	9	8	10	9
Taxpayer Assistance	79	86	81	99	108
Communications	10	10	11	11	11
Account Maintenance	67	65	65	81	59
Ad Valorem	22	29	34	34	30
Central Processing	55	62	49	61	50
Tax Policy	15	15	13	14	16
Management Services	38	40	34	40	39
Human Resources	5	6	7	11	9
Information Technology	41	42	88	107	108
Legal	31	34	30	32	31
Compliance	241	248	231	281	307
Motor Vehicle	84	80	79	99	99
<b>Total</b>	<b>713</b>	<b>742</b>	<b>745</b>	<b>897</b>	<b>893</b>

Performance Measure Review					
	FY'15	FY'14	FY'13	FY'12	FY'11
<b>Central Processing</b>					
Avg. Days Process Non-Peak Refund	8	10	2	4	2
Avg. Days Process Non-Peak, Suspended Refund	79	43	43	48	37
Avg. Days for Peak Refund Processed	9	17	4	9	8
Avg. Days for Peak Suspended Processed	96	129	39	34	49
<b>Taxpayer Services</b>					
Internet Filing Participants	1,543,320	1,388,351	438,790	401,298	368,826
Electronic Filing Participants	975,459	883,033	996,224	865,261	825,122
Direct Deposits Participants	884,232	862,018	1,123,985	1,012,932	622,788
% of Business E-Filing	34.1%	23.3%	76.8%	62.7%	N/A
<b>Compliance</b>					
Sales Tax Field Audits	942	1086	716	576	556
Withholding Tax Field Audits	148	280	140	212	365
<b>Motor Vehicles</b>					
Additional & Delinquent Fees	68,395	75,071	75,584	78,639	76,068
Total Registration Processed (in millions)	4.2	4.1	3.9	2.9	2.9
Vehicle Title Transactions (in millions)	1.5	1.5	1.5	1.5	1.3

Revolving Funds (200 Series Funds)			
	FY'13-15 Avg. Revenues	FY'13-15 Avg. Expenditures	June '15 Balance
<b>Fund 200-Oklahoma Tax Commission Rev Fund</b> Provides resources for general operations of the agency.	\$25,339,094	\$21,874,939	\$8,087,262
<b>Fund 210-OTC &amp; OMES Joint Computer Enhancement</b> Joint effort between the Tax Commission and OMES for the acquisition of and Integrated Tax System.	\$34,036,708	\$45,049,531	\$236,350
<b>Fund 215-Okla Tax Comm Reimbursement Fund</b> Funds received by the OTC for data processing services or equip rental and any misc funds received by the Commission	\$9,316,000	\$7,855,864	\$674,183
<b>Fund 220-License Plate Special Program</b> Provides financial assistance to a state agency chosen by the applicant for a special license plate.	\$4,307	\$4,273	\$1,180

<b>Fund 230-Used Tire Recycling Indemn Fund</b> Funds the provisions of the Okla Used Tire Recycling Act.	\$9,324,364	\$7,611,068	\$5,612,119
<b>Fund 235-Protest Fund</b> Reimburse cases where it is alleged/claimed that fees or taxes of the state are in a whole or in part unconstitutional or otherwise invalid. Fees/taxes are retained in the Fund pending final determinations specified in Title 62, Section 206.	\$69,731	\$0	\$209,194
<b>Fund 250-Ok Film Enhancement Fund</b> Provides a rebate of a percentage of documented expenditures made in OK directly attributable to the production of a film, tv production or tv commercial	\$5,000,000	\$2,513,978	\$8,607,183
<b>Fund 285-Ad Valorem Reimbursement Fund</b> Reimburses counties for loss of revenue due to exemptions of ad valorem taxes for new or expanded manufacturing or R&D facilities	\$35,484,662	\$60,252,795	\$0