

Thank you for your interest in participating in the breakout group focusing on penalty structures and appeals procedures. The meeting will be held at **1:00 p.m. on Tuesday, August 2** at the Department of Taxation, 600 East Main Street, Richmond, Virginia 23219, in the 12th floor Conference Room. For those who plan to attend the meeting in person, you may proceed directly to the 12th floor Conference Room. Interested parties who are unable to attend the meeting may join the meeting by teleconference. The conference call information is below:

Call in number: 1-866-842-5779

Call in password: 8043712293

The breakout group focusing on stamping issues and alternative ways to collect and report the tax will be held at 10:00 a.m. on Tuesday, August 2. Lunch will be provided for both breakout groups from 12:00 p.m. to 1:00 p.m.

As a reminder, TAX's webpage housing relevant documents and links can be found at:

<http://www.tax.virginia.gov/site.cfm?alias=StudyLocalCigarette>

Please contact Andrea Muse at (804) 371- 2336 or [andrea.muse@tax.virginia.gov](mailto:andrea.muse@tax.virginia.gov) if you have any questions regarding this meeting.