MTC Digital Products Work Group Meeting Guidelines

1. If you are signed in online through Zoom for Government, we will have a record of your participation.

2. As you join, you will already be muted. Please stay muted so we don't get background noise, and if you wish to speak, make sure to unmute. If we need to, we will also mute people.

3. If you have technical problems during the call, you can put a message in the chat or send an email to events@mtc.gov, and we will try to help.

4. For those who have dialed in rather than logged in, you can find the documents for the meeting on the MTC digital products uniformity project page. For those who are logged in, we'll put documents on the screen as we discuss them.

5. The MTC uniformity committee asked this work group to draft a white paper on the sales taxation of digital products. We have scheduled work group meetings on the first Thursday of each month at 11 a.m. EDT unless otherwise noticed.

6. If you're interested in being a regular state participant in this work group, or if you want to receive notices and information as we go forward, email Nancy Prosser, nprosser@mtc.gov, and she will add you to the distribution list.

7. During these meetings, we welcome input from work group members and the public. When there's an issue that needs discussion or resolution, we strive for consensus if possible. If we think a vote may be needed, we'll let work group members know in advance so you have time to think about it. Otherwise, if you are concerned about the direction the group is headed, or have something you think we should consider, please speak up. Our discussions are not formal, and it may be that we need to revisit an issue.

8. If you are a state participant, we understand that you are not speaking officially for your state unless you say otherwise; instead, you are providing input based on your experience and background with your state laws and other authorities and guidance to help the work group understand the issues presented and how best to proceed.