

2009 SENATE GOVERNMENT AND VETERANS AFFAIRS

SCR 4024

2009 SENATE STANDING COMMITTEE MINUTES

Bill/Resolution No.4024

Senate Government and Veterans Affairs Committee

☐ Check here for Conference Committee

Hearing Date: 02/27/09

Recorder Job Number: 9872

Committee Clerk Signature

Kathleen Oliver

Minutes:

Chairman Dever called the public hearing on SCR4024. Tracy Potter was there to speak in support of the bill.

Tracy Potter: Senator from District 35. In real life I am the president of 2 separate corporations. This resolution is a simple one; it came to be while I was on Industry Business and Labor listening to job service and unemployment compensation and the reporting that they need on a regular basis. Their solution was to increase the fines, for those that did not report in a timely fashion; then listening to the banking commissioner talk about small credit unions that sometimes fail to report on time. They don't affect the taxes or anything significant, it is just public information. Some of these reports may not be necessary; in the unemployment compensation it was to get a handle to see how the economy is doing. With the biggest industries you get 90-95% information that is statistically relevant. It is the small businesses that I was concerned about. But I was thinking about how much of a burden this was for a small company and that that company has to do all the same reports that a company with 1,000 has to do; the state has taken some good actions in the past few years. That is the thrust of what I am saying, we make it convenient for our agencies; let's make it easy for the business owner. I wanted to point to something that you heard earlier this year; SB2363 was

the Secretary of State's legislation, it has to do with reporting requirements for non profits and it allows non profits, if they don't have the exact information, to make estimates on their fund rising. I think that it is proper for the legislature to study this should look at it during the interim.

Senator Dever: Have we created, through the department of commerce, a one stop area for new business owners to get the information that they need?

Tracy Potter: Yes we have. The green book that is provided by the tax department, to proceed we have multiple forms and agencies to carry it through and bring it all the way into their business operations. Put the burden on the state to distribute the information where it needs to go.

Senator Dever: Would you envision something like Turbo Tax in the future?

Tracy Potter: I see that as the way we are going. For my agency, let's say it is taking 20 hours a month to fill out the forms. Take that person who is working with a small staff and it is a huge burden on him.

Senator Cook: It is one thing when you start a sole proprietorship and you are the only employee but the day you hire your first employee brings another load. As I look at the study and I would think that there is an ongoing effort to make this easier, did you do any research as to why that is required? Is there another way to do this?

Tracy Potter: In the specific example I gave you it was a minor annoyance. But I do think that what could come out of the study are these examples. I created a list of the corporate forms I file and I don't believe it is inclusive. There are so many of these forms and I know the agencies try to do this. I think that the legislature has a role to play in this.

Senator Dever: I think that the agencies have made it easier over the years.

Alvin Jager: Secretary of State. See attached testimony #1. The green book is an effort by the Secretary of State and agencies since 1995. That information in the green book is online

through the Secretary of State's website. Agencies have long been concerned about what Potter is saying and so in 2006 a task force put together what you have in front of you.

Senator Cook: How many times is a corporation required to give social security number of its Board of Directors?

Alvin Jager: In our office not at all. One of the things to keep in mind, we know that there is stuff that the tax department need that no one else needs. On the Attorney General's form, we like that they ask if the business is registered. That information the Attorney General's office can determine if the business is registration process. The Secretary of State has that information readily available.

Senator Cook: I am sure that when public policy is set it tends to worry first about the time efficiencies of state employees and second about the time requirement it places on the public. To what degree has there been time spent figuring out to what degree the information is private?

Alvin Jager: I would like to have Clara answer that.

Clara Jenkins: Director of Business Systems and Programs and as Mr. Jager said I was involved in the study. It did not compromise any of the confidentiality of any agency, the utility would ask the appropriate questions and you, the business owner, would enter that information and from there it would get filtered to the agency for which that element was designed.

Senator Horne: We hear the North Dakota has a friendly business climate. Does that mean that other states have a worse situation and that makes us look good?

Alvin Jager: What you have talked about is why the state agencies got together to do this. If you look through the executive summary the whole thing is make it more business friendly. If you have a non chartered company you need a certificate of authority. In some states it takes several weeks to get the certificate and in our office in the turnaround would be a week. At the

same time we realize that if we have a licensed contractor Job Service should know that something needs to be collected. What I am trying to say is this is ready to go, the only thing we need is the funding. This has been in the planning since 2006. We have identified the need. The Secretary of State office was designated by OMB to be the coordinating office for this project.

Senator Dever: If we talk about stimulus money and we question what is really stimulus and what is not, this to me that it would be.

Alvin Jager: I believe the way this is designed it would help the development of business in North Dakota. The beauty of this is that the elected officials were not at the table with this. It is the frontline people that worked on this; they are the ones that developed this plan.

Senator Dever: Have you taken a look at the stimulus money at all? If the 3.4 mill in process now of putting a study forward and appropriations might say that the study should go forward instead. On the other hand, if it is not being considered the study may come about in the next session.

Alvin Jager: In the 2007 this was not completely done and we came in midsession and so that hurt us. It was just a timing thing but the work is done.

Senator Dever: We do everything we can in this state to encourage business.

Alvin Jager: Not only to encourage but to help maintain it.

Senator Horne: Would that in mind, it seems that logically that it would be included in the department of commerce's budget as a fairly high priority item, but apparently it wasn't. If not, why not?

Alvin Jager: Last time the enabling language was stuck in the department of commerce but since that time, from an OMB standpoint, the Secretary of State was designated as the carrier. Department of Commerce is on board with this. One thing that is in my budget is a tech project

that is underway right now. A year from now you will be able to file yearly reports online and it is due to be finished by the end of the year. Having that base in place will tie in really well.

Senator Dever: Would you be able to enter the information once and transfer it to all the agencies.

Alvin Jager: Yes.

Close the public hearing on 4024.

2009 SENATE STANDING COMMITTEE MINUTES

Bill/Resolution No.4024

Senate Government and Veterans Affairs Committee

☐ Check here for Conference Committee

Hearing Date: 02/27/09

Recorder Job Number: 9896

Committee Clerk Signature Kathy Oliver

Minutes:

Senator Nelson: The price tag that the Secretary of State brought in is too high. I understand that at least one of the agencies said that the study could be done for less.

Senator Dever: He said 15-66 agencies were involved in the process

Senator Horne: I know that there is a study in place and there is a cost attached to it, I am not sure if it is being promoted by someone.

Senator Dever: During last session they asked for the funding and as an alternative to that it enabled the Secretary of State to raise the funds through corporate dollars to pay for the cost of programs.

Senator Cook: Last session it was in commerce legislation but to be funded with revenues that the state received from companies that came in from out of state. This session it was #6 on Secretary of State Budget of priorities. It is on the table and I don't know if this is needed

Senator Horne: I am leaning toward supporting the resolution. If it is funded the can always choose not to study it but if we don't pass now there would be no incurring cost. Like I said if the legislature funds the proposal from Mr. Jager, the rest of the study won't be needed.

Senator Cook: This resolution requires the study to be done; it is not an option from what I understand.

Senator Dever: We have passed 2 bills that require studies and will be considering one in this committee next week.

A motion was made by Senator Nelson for a do pass with a second by Senator Horne. The motion failed. A motion was made by Senator Cook for do not pass with a second by Senator Oehlke. Roll was taken and the motion passed 3-2 with Senator Dever carrying the bill.

Date: 3-2-09
Roll Call Vote #: 1

2009 SENATE STANDING COMMITTEE ROLL CALL VOTES
BILL/RESOLUTION NO. 4024

Senate Government and Veteran's Affairs Committee

☐ Check here for Conference Committee

Legislative Council Amendment Number _____

Action Taken Do Pass

Motion Made By Nelson Seconded By Horne

Senators	Yes	No	Senators	Yes	No
Dick Dever		1	Dwight Cook		1
Dave Oehlke		1	Carolyn Nelson	1	
Robert M. Horne	1				

Total Yes 2 No 3

Absent _____

Floor Assignment _____

If the vote is on an amendment, briefly indicate intent:

Date: 3-2-09
Roll Call Vote #: 2

*Carrier
Dever*

2009 SENATE STANDING COMMITTEE ROLL CALL VOTES
BILL/RESOLUTION NO. 4024

Senate Government and Veteran's Affairs Committee

☐ Check here for Conference Committee

Legislative Council Amendment Number _____

Action Taken

Do Not Pass

Motion Made By

Cook

Seconded By

Oehlke

Senators	Yes	No	Senators	Yes	No
Dick Dever	<u>1</u>		Dwight Cook	<u>1</u>	
Dave Oehlke	<u>1</u>		Carolyn Nelson		<u>1</u>
Robert M. Horne		<u>1</u>			

Total Yes

3

No

2

Absent _____

Floor Assignment _____

If the vote is on an amendment, briefly indicate intent:

REPORT OF STANDING COMMITTEE (410)
March 2, 2009 8:23 a.m.

Module No: SR-37-3768
Carrier: Dever
Insert LC: . Title: .

REPORT OF STANDING COMMITTEE

SCR 4024: Government and Veterans Affairs Committee (Sen. Dever, Chairman)
recommends **DO NOT PASS** (3 YEAS, 2 NAYS, 0 ABSENT AND NOT VOTING).
SCR 4024 was placed on the Eleventh order on the calendar.

2009 TESTIMONY

SCR 4024



North Dakota Business Development Engine Executive Summary

2/25/09

The Business Development Engine is an automated online system that provides a streamlined environment enabling new and existing businesses easier interaction with North Dakota State Agencies. In so doing, new businesses can become operational much quicker and existing businesses can do their reporting of information much more efficiently. The engine also provides prospective businesses with greater researching functionality resulting in additional opportunities for growth and expansion while moving North Dakota to an ever-stronger economy.

The Business Development Engine is the next evolutionary step for businesses to interact with government. This is a natural progression from businesses interacting with government using paper or agency specific online forms to an online "One-Stop Streamlined Environment", allowing businesses to electronically interact with over 15 agencies 24 hours a day every day through a single common interface.

Business Development Engine Components

- New Business Registration
- Existing Business Maintenance and Reporting
- Public Inquiry
- Government to Government Interfaces

Primary Benefits to Business Development

- Single point of contact with State Government will reduce agency interfaces from over 15 agencies to 1 resulting in significant time savings for the business
- Expedites creation of new business resulting in faster achievement of earned income for the business
- Improve business compliancy which minimizes penalties incurred by businesses and confirms that all requirements have been satisfied and fulfilled
- Promotes a good working relationship between business and state government.
- Access to information of services and products available in North Dakota
- Allows an entrepreneur to confidentially research potential markets and determine feasibility of new business
- Provides customer assurance that all businesses are being held to the same standards

Cost and Time Estimate

- One-Time Cost: \$3,400,698 over 22 months. This includes the analysis of business and agency requirements, system design and development, implementation of hardware and software, project management, and agency business application integrations.
- The one-time cost to implement the engine provides years of savings to business and agencies at minimal annual maintenance costs. On-going annual maintenance is estimated to be \$108,756 per year, covering hardware and software maintenance.

Governance

A governance structure would be established similar to Criminal Justice Information Sharing (CJIS) or Geographic Information Systems (GIS) to set policy, strategic direction, and ensure the engine meets the needs of business and government agencies.

Supporting Agencies

The following agencies supported the study which resulted in this recommendation to implement the Business Development Engine:

Bank of North Dakota
Department of Commerce
Department of Transportation
Information Technology Department
Office of Management and Budget

Office of the Attorney General
Secretary of State
Tax Department
Workforce Safety and Insurance

This document contains a list of automated services that will provide a streamlined relational environment between new and existing North Dakota businesses and state government through which businesses are provided faster reporting tools and greater researching functions resulting in additional opportunities for growth and expansion while moving North Dakota to an ever-stronger economy. The intent of this project is to enhance the connectivity between state agencies in regard to North Dakota business data using Service Oriented Architecture (SOA) technologies. SOA technology allows agency applications to be integrated without replacing any agency systems.

Through this system, business owners will be granted the opportunity to relate to state government in the manner in which they are most comfortable. Whether their interaction of choice is paper or electronic filings directly with each agency or through a common connection that disperses the correct information to each agency, the business owner will be in control. However, by creating this system of interagency connectivity, every business owner will be assured that all required relationships with state government are in place. Additionally every state agency working with businesses in North Dakota will be able to stay as current as possible on each business regardless of how the business owner interfaces with state government. This is a win-win for business and state governmental operations.

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Business to Government Interface**New Business Creation**

Allow a new business to register with the State of ND via an interactive web site. This web site would assist the new business owner when registering by only requiring the information necessary for that particular business based on well defined business rules. It would also automatically submit the appropriate information electronically to each agency as necessary.

Business Benefits:

1. Customer enters information only once which ensures consistency, requires less effort, and saves time.
2. Eliminates confusion as the system identifies all requirements for the specific business situation.
3. Expedite the interface between the new business and state government agencies.
4. Businesses could use the process during their feasibility study to determine potential costs, requirements, and opportunities.
5. Allow the business to submit one payment that will be disbursed by the system to agencies according to fee requirements.
6. Businesses only need to retain one unique identifier which would allow them to interact with all agencies.

Agency Benefits:

1. Consistency of data across all agencies.
2. Businesses are identified by a unique identifier which would eliminate confusion between agency records.
3. Information is dispersed to agencies according to the established interagency business rules.
4. Eliminate duplication efforts and costs between state agencies since information is entered only once by the business.
5. Expedite the interface between the new business and state government agencies.

Existing Business Maintenance**Business Profile Maintenance and Query**

Allow an agency to electronically access and maintain the information for a specific business. Agencies will remain in control of the data within their systems. The system would build the business profile by retrieving all the business information from each participating agency at the time the business profile is requested. The information returned would contain only shareable information such as: Registration information, current license information, the current status of the business and its state accounts such as Tax, WSI, or JSND.

Business Benefits:

1. Information is consistent for all agencies.
2. Allows businesses the capability of easily modifying their information through the common state government interface. For example, an address

change is done by one agency and all agencies will receive the corrected information.

3. Significantly reduces the margin of error for the business to inadvertently provide incorrect information to state government.

Agency Benefits:

1. Information is consistent for all agencies.
2. Provides an agency with one stop to obtain all business information and documents.
3. Expedite investigation for Law Enforcement and other regulatory, licensing, and granting agencies.
4. Expedite the collection of past due ND state government obligations from businesses.

Periodic Business Reporting

Allow a registered business to submit their statutorily required business information in a consolidated manner to state agencies via an interactive website. For example, a corporation could file its corporate tax return, Work Force Safety payroll report, Job Service employer's contribution and wage report, license renewals, Secretary of State annual report, and any other government agency reports in a single effort. The system will only require the user to enter the information that is necessary for their particular type of business. The system would automatically submit the appropriate information electronically to each agency's existing data system as necessary. Each agency would only be provided the information that the law allows them to receive.

Business Benefits:

1. Customer enters information only once which ensures consistency, requires less effort, and saves time.
2. Eliminates confusion as the system identifies all requirements for the specific business situation.
3. Expedite the interface between the business and state government agencies.
4. Allow the business to submit one payment that will be disbursed by the system to agencies according to fee requirements.
5. Upon submittal, the system would immediately provide confirmation to the business that all requirements have been satisfied or identify any requirements left to fulfill.

Agency Benefits:

1. Time savings for agencies by virtue of electronic filing.
2. Consistency of data across all agencies.
3. Information is dispersed to agencies according to the established interagency business rules.
4. Eliminate duplication efforts and costs between state agencies since information is entered only once by the business.
5. Expedite the interface between the business and state government agencies.
6. Encourages businesses to use online system vs. paper forms.

Business Reminders

Electronic reminders will automatically be sent to a business by the system. The reminders will be generated based upon predetermined events according to business needs. For example, a filing event such as an approaching renewal deadline or the filing of a merger which affects all licenses held by the non-surviving entity would cause a reminder to be sent. Reminders could be sent in the form of emails, recorded messages, etc.

Business Benefits:

1. Business is more likely to avoid late filing penalties.
2. System will help businesses remain compliant with every participating state agency.
3. Promotes a good working relationship between business and state government.

Agency Benefits:

1. Agency will save cost of notifying late filers and painstaking collection of penalties.

Public Inquiry**Public Query of Business Information**

Allow a public user to electronically access the open records information of a business for research purposes. The system would allow a user to search for businesses using criteria such as: business name, business id number, and/or nature of business activities. The business information will be retrieved from each participating agency at the time the search is performed.

Business Benefits:

1. Information provided is the most current available.
2. Easily provide statistical information to businesses such as total number of businesses engaged in a similar enterprise.
3. Possibly identify an industry group for eligibility of grants.
4. Identify industry groups for business purpose within a trade area. For example, a business can locate a provider in close proximity, which potentially enhances opportunities for ND businesses.
5. An expanded list of nature of business activities would allow for a more comprehensive search result.
6. Allows an entrepreneur to confidentially research potential markets.

Agency Benefits:

1. An expanded list of nature of business activities would allow for a more comprehensive search result for such tasks as legislative fiscal forecasting.
2. Granting agencies can identify the eligible businesses.
3. Allow an agency to research market gaps for future business development.
4. Agency receives fewer calls for market information because the business can do their own research.

Government to Government Interface**Agency Notification**

An electronic notification will be sent automatically to each participating agency when something occurs that could affect the business' standing in ND. The events that would trigger a notification to be sent would be determined by participating agencies based on established business rules and laws. For example, merger, conversion, business name change, dissolution, consolidation, change of a business status, delinquent taxes or other accounts, etc.

Business Benefits:

1. When a critical business event occurs, all participating agencies will be informed.
2. This affords the business owner a strong sense of comfort in knowing that they haven't forgotten a critical piece of the puzzle.
3. Provides customer assurance that all businesses are being held to the same standards.

Agency Benefits:

1. Agencies are simultaneously informed of critical business events. For example, licensing agencies would be notified immediately when a corporate charter is revoked.

Agency Enhancements**Agency Specific Enhancement**

Each agency will determine their particular needs and customizations that will compliment their current processes.

- Attorney General
- Entrepreneur Centers of North Dakota
- Central Duplicating Services – OMB
- Central Services Div. - OMB
- Commerce Dept
- Dept of Agriculture
- Dept of Labor
- Human Services
- IRS
- Job Service
- NDSU Extension Service
- SCORE
- Secretary of State
- Small Business Development Center
- Tax Department
- Workforce Safety and Insurance

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Legend:

P = Push – The information is pushed to the agency without the agency specifically asking for it.

R = Request/Response – The information is sent to any agency because the agency requested it.

E = Electronic – The information is shared electronically, i.e. an automated system is used.

M = Manual – The information is shared manually. Manual is implied when “E” (Electronic) is not specified.

Agriculture, Department of

1. Business Verify – By querying the Secretary of States AS400, information such as business owners, officers and business name and address can be obtained. Also, before issuing or reissuing a license, the status of a business is verified to be "In Good Standing".
2. Feeding Permit – Verify animal feeding operation permit with the Health Department.
3. Beginning Farmer Reg. – Process financial information to determine if a beginning farmer may qualify for assistance.
4. Livestock Dealer License– Process information for livestock dealer's license. Name, address, name of agents and their addresses, bond information, partnership and corporation details are collected. If the business is a corporation, the name and address of the president, secretary, treasure and general manager must be provided.
5. Dairy Reg. – Process information for dairy business. This information includes name, address and grading.
6. Grant App. – Process the financial information to determine if a business may qualify for grants administered by the department.
7. Auction License – Process information for livestock auction market license. Name, address, location, partnership and corporation details are collected. If the business is a corporation, the name and address of the president, secretary, treasurer and general manager must be provided. If the business is a partnership, all partners name and addresses must be provided.
8. Food Business License – Process the information for animal food business registration. The name, address and name of products must be provided.
9. Distributor License – Process the information that allows a distributor to do business in North Dakota. The name, address and type of products must be provided.
10. Pesticide Reg. – Process the information for the registration of pesticides/fertilizers by a business. Name, address, contact person, name of production and registration number must be provided.
11. Other License – Process the business information for any other available agricultural licenses. Other licenses include milk processors, milk distributors, milk testers, bulk haulers of milk and dairy products in North Dakota, satellite/internet livestock license and wool dealer's license.
12. Reporting – Most of the licenses require an annual renewal that must be signed.
13. Financial Information – Financial information about the business, most of which is confidential.
14. Meat Market License – All Meat Markets with a retail counter must be licensed.

Attorney General (Licensing & Gaming, Lottery and Consumer Protection)

1. License App – A business will complete the appropriate license application and the information will be received by the Office of the Attorney General. Some of the licenses regulated here are: Alcohol, Gaming, Tobacco and Transient Merchant. Information collected is: Business Name and Location, Contacts, Local Authorization, Board Members, Employees, Tax Exempt Status. A fee is also collected.
2. Update – Business will submit a change form when information changes such as: Doing Business As, Address, Managers, Owners, etc.

3. Business Verify – By querying the Secretary of States AS400, information such as business owners, officers and business name and address can be obtained. Also, before issuing or reissuing a license, the status of a business is verified to be “In Good Standing”.
4. Tax Return – Charitable gaming businesses submit tax returns reporting income from sales.
5. Financial – Financial reporting information such as revenue totals is shared.
6. Sales Tax Verify – Verify that the business has a sales tax permit for certain types of businesses such as a coin operated amusement device.
7. Complaint – Complaint information will be provided to an agency when requested. Complaint information is also requested from other agencies.
8. Sanitation Cert – Verify that the business has a sanitation certificate.
9. License Verify – Information is verified by looking at the Department of Financial Information’s website where there are lists of licensed entities.
10. Invoice – Distributors submit invoice information about gaming equipment sold to businesses.
11. Form 990 – Return of Organization Exempt from Income Tax
12. Clearance – Verify that the business is not delinquent with its tax return filings.
13. License Verify – Some licenses such as alcohol and tobacco are verified with the Attorney General’s office.
14. Form 990 – Return of Organization Exempt from Income Tax. If possible, would like other agencies to share this information.
15. BCI Background Check – Bureau of Criminal Investigations performs background checks at an agencies request.

Bank of North Dakota

1. Financial Information – Financial information about the business, most of which is confidential.
2. Hold Accounts – information on Hold Accounts are share with the Tax Department.

Commerce, Department of

1. Business Verify – By querying the Secretary of States AS400, information such as business owners, officers and business name and address can be obtained. Also, before issuing or reissuing a license, the status of a business is verified to be “In Good Standing”.
2. Verify Assistance – Verify that a business has qualified for a grant or assistance.
3. Tax Accountability – Check the accountability of the business.
4. Business Hot Line – Gather the business information and direct to the appropriate agency.
5. Notification – request annual reports from the businesses annually.
6. Reporting – Business submit annual reports (Unemployment information, number of jobs, average hourly wage and average benefits).
7. Unemployment information – currently the business submits unemployment information. The Department of Commerce would like to verify this information.
8. Verify compliance – The Securities Commission verifies the business compliance.

9. Regional councils – 8 regional councils exist in state, they are not a state agency; they are a partner of the Department of Commerce to help administer federal dollars.
10. Financial Information – Financial information about the business, most of which is confidential.
11. Primary Sector Verify – JSND will verify that the business is a primary sector before allowing a jobs training contract.

Financial Institutions, Department of

1. License App – Businesses such as Money Brokers, Payday Lenders, Trust Companies and Financial Institutions submit license information such as Corporate Name, Doing Business As name, owners, financial information, criminal history, contact information and branch information.
2. Bond – Businesses are required to submit their bond information.
3. Consumer Renewal – Businesses are required to renew their consumer license information annually.
4. Amendment – Articles of amendment form is submitted when a business desires to change information such as owner, business name or articles of existence (bank or credit union).
5. Renewal Notification – When a business desires to change certain information, such as owner information, an amendment can be sent from Secretary of State and an approval process begins.
6. Complaint – Complaint information will be provided to an agency when requested. Complaint information is also requested from other agencies.
7. License Verify – License verification is performed routinely for financial entities.
8. Business Verify – Business profile information contains information such as: Business Name, addresses, contacts, owners, etc. This information can be obtained from the Secretary of State either by direct access to their AS400 system or by using the Business Lookup available on the World Wide Web.
9. BCI Background Check – Bureau of Criminal Investigations performs background checks at an agencies request.

Health, Department of

1. Food & Lodging – All Food & Lodging establishments must be licensed, this includes Bed & Breakfasts.
2. Mobile Home – All Mobile Home Parks & Campgrounds must be licensed.
3. Beverage Reg. – All Beverage Establishments must be licensed.
4. Nursing Homes – All nursing homes and care facilities must be licensed.
5. Child Care – All Child Care facilities must be licensed.
6. Schools - The health department is responsible for regulating the food services at schools.
7. Tattoo – All Tattoo/Body Art and Tanning Facilities must be licensed. (this is a bill currently being passed in the legislature)
8. Renewals – All licenses are renewed on a calendar year basis.
9. Inspections – Inspections are done periodically on licensed facilities.

10. License Verify – Various licenses are verified with the Health Department before issuing Sales Tax Permits. Licenses include Bed & Breakfasts, Lodging establishments, Nursing Homes, etc.
11. Sanitation Cert – Verify that the business has a sanitation certificate; this is a result of the inspection process.
12. Feeding permit – Verify animal feeding operation permit with the Health Department.
13. Business Verify – A cross check of information is often done between SOS registration and Health Dept. licensing information.
14. Meat Market License – All Meat Markets with a retail counter must be licensed.
15. Local Licensing – There are local health units that handle the licensing requirements throughout the state. Information is only stored locally, and not at that state office.

Human Services, Department of – Child Support

1. New Hire – Employers are required to submit new employee information within 20 days of employment.
2. Termination – Employers are required to submit employee terminations.
3. Employer Response – A form that is sent to employers to gather wage and health insurance information on obligors.
4. Request for Information – Used to verify an obligors employment.
5. Reminders – DHS will send businesses reminders and requirement changes.
6. Corporate Return – Child Support would like to access corporate tax return information. Currently is not legal. This information could be used to determine if a business was still in business or when they quit doing business.
7. Bank Account – Financial institutions will match on obligors and a levy can be placed on an obligor's account if applicable. The match can be done one of two ways: DHS sends the obligors to Tier Technologies Inc. The financial institution can send their account information to Tier and Tier will perform the match, or Tier will send the obligors to the financial institution and the financial institution will perform the match. Results are sent back to DHS.
8. New Hire – New hires are shared with other agencies.
9. Employer Load – Job Service sends their entire employer directory to Child Support once a month and does a full replace in the Child Support system.
10. Wages/Payroll – Employee payroll information can be obtained from Job Service.
11. Business Verify – By querying the Secretary of States AS400, information such as business owners, officers and business name and address can be obtained. Also, before issuing or reissuing a license, the status of a business is verified to be "In Good Standing".

Insurance, Department of

1. Causality line – DOT requests a list of insurance companies that have an authority line of causality.
2. Register – Resident and non-resident agencies use NIPR (National Insurance Producer Registry) to get a check list and an application (Uniform Application for Business Entity License). Business name, FEIN, National Producer Number, business address, mailing address, owners/partners/officers/directors names and SSN/FEIN is collected. Individual

agents (producers) don't have to be registered with SOS. Resident and non-resident producers use NIPR to get a check list and an application (Uniform Application for Individual License). SSN, name, business address, mailing address, type of license requested and background information is collected.

3. Renewals – Nonresident and resident agent continuation fees (continuation education) is required every other year. Appointments (connect agent or agency to underwriter company) get renewed yearly with NAIC. Companies must renew yearly.
4. Annual notification – request annual reports from agents, agencies and companies.
5. Insured Property – add or changes or changes of location to insured property (state and political sub divisions) are sent to the State Fire Marshall.
6. Business Verify – By querying the Secretary of States AS400, information such as business owners, officers and business name and address can be obtained. Also, before issuing or reissuing a license, the status of a business is verified to be "In Good Standing".

Job Service North Dakota

1. Determine Liability – Employers submit a Report to Determine Liability, contains information such as: Business Name, addresses, contacts, owners, wage totals, employment information, successorship/acquisition information, etc.
2. Power of Attorney – Employers submit power of attorney information.
3. Corp Officer – Employers submit a Corporate Officer Exemption to apply for exemption of corporate officers or limited liability company managers from unemployment insurance coverage.
4. Const Proj Reg – Employers that have large construction projects over 50 million dollars are required to submit Construction Project Registration and Risk Managements forms.
5. Recruitment Reg – Businesses that are recruiting employees will submit registration information to review resumes and enter job orders in ND Works.
6. Provider Reg – Businesses are registered to provide services to individuals enrolled in various JSND programs. (Ex: Car Repair, etc.)
7. Wage Report – Employers are required to submit a Contribution and Wage Report quarterly to JSND. They pay the Unemployment Insurance Tax based on the wages of the employees.
8. Worksite Report – Business submit a Multiple Worksite Report to the LMI division of JSND. This is done quarterly.
9. Business Status – Businesses submit a Business Termination/Inactivation Notice for a change in status of their business.
10. Liability Notification – JSND notifies the Business of their liability status.
11. Wages/Payroll – Workforce Safety has access to JSND's mainframe emulation for referencing wage information.
12. Wages/Payroll – Human Services has access to JSND's mainframe emulation for referencing wage information for child support and other welfare programs.
13. Claimant Info – The Tax Department has access to JSND's mainframe emulation for referencing claimant information.
14. Primary Sector Verify – JSND will verify that the business is a primary sector before allowing a jobs training contract.
15. New Hire – Human Services provides New Hire information to JSND for cross checking.
16. Registration Info – Secretary of State provides new corporation and LLC registration information to JSND.

17. Delinquent Contractors – JSND provides Secretary of State information on delinquent contractors.
18. Industry Verification – Businesses submit an Industry Verification form. LMI sends these to the business every 3 years.
19. Contractor Updates – JSND would like to get information on updates received for contractor information.
20. Business Updates – JSND would like to get information on new businesses and business expansions.
21. Liquor License – JSND would like to get Liquor License information to get updated location information.
22. Business \$25K – A list of businesses that have reported doing projects costing more than \$25,000 is generated.
23. Verify Assistance – Verify that a business has qualified for a grant or assistance.
24. Unemployment information – currently the business submits unemployment information. The Department of Commerce would like to verify this information.
25. New Business – When a new business is registered or submits payroll information, Workforce Safety would like to be notified.
26. Employer List – list of employers that have employees from Job Service and Workforce Safety.
27. Employer Load – Job Service sends their entire employer directory to Child Support once a month and does a full replace in the Child Support system.

ND Business

1. Bidder Registration – Business profile information contains information such as: Business Name, addresses, contacts, owners, etc.
2. W9 – Businesses submit their W9 information for verification of their business name, address and tax identification number.
3. 1099 – Businesses submit their 1099 information which is used by the agency to generate the 1099-Misc income form to the business.
4. ACH – Businesses submit their ACH information to be used for payments to be directly deposited in the businesses bank account.
5. License App – Process the business information for any other available agricultural licenses. Other licenses include: distributor, food business, auction, livestock dealer, meat market, milk processors, milk distributors, milk testers, bulk haulers of milk and dairy products in North Dakota, satellite/internet livestock license and wool dealer's license.
6. Dairy Reg. – Process information for dairy business. This information includes name, address and grading.
7. Begin Farmer – Process financial information to determine if a beginning farmer may qualify for assistance.
8. Pesticide – Process the information for the registration of pesticides/fertilizers by a business. Name, address, contact person, name of production and registration number must be provided.
9. Grant App. – Process the financial information to determine if a business may qualify for grants administered by the department.
10. Reporting – Most of the licenses require an annual renewal that must be signed.
11. Wage Report – Employers are required to submit a Contribution and Wage Report quarterly to JSND. They pay the Unemployment Insurance Tax based on the wages of the employees.

12. Business Status – Businesses submit a Business Termination/Inactivation Notice for a change in status of their business.
13. Liability Notification – JSND notifies the Business of their liability status.
14. Worksite Report – Business submit a Multiple Worksite Report to the LMI division of JSND. This is done quarterly.
15. Recruitment Reg – Businesses that are recruiting employees will submit registration information to review resumes and enter job orders in ND Works.
16. Other Information – Employers submit other items to JSND such as: a Report to Determine Liability, Power of Attorney information, Corporate Officer information or exemption application, Construction Project Registration and Risk Managements forms, and Provider Registration information.
17. Renewals – Nonresident and resident agent continuation fees (continuation education) is required every other year. Appointments (connect agent or agency to underwriter company) get renewed yearly with NAIC. Companies must renew yearly.
18. Register – Resident and non-resident agencies use NIPR (National Insurance Producer Registry) to get a check list and an application (Uniform Application for Business Entity License). Business name, FEIN, National Producer Number, business address, mailing address, owners/partners/officers/directors names and SSN/FEIN is collected. Individual agents (producers) don't have to be registered with SOS. Resident and non-resident producers use NIPR to get a check list and an application (Uniform Application for Individual License). SSN, name, business address, mailing address, type of license requested and background information is collected.
19. Notification – The business is sent a notification annually requesting renewal information.
20. License App – A business will complete the appropriate license application and the information will be received by the Office of the Attorney General. Some of the licenses regulated here are: Alcohol, Gaming, Tobacco and Transient Merchant. Information collected is: Business Name and Location, Contacts, Local Authorization, Board Members, Employees, Tax Exempt Status. A fee is also collected.
21. Update – Business will submit a change form when information changes such as: Doing Business As, Address, Managers, Owners, etc.
22. Tax Return – Charitable gaming businesses submit tax returns reporting income from sales.
23. Invoice – Distributors submit invoice information about gaming equipment sold to businesses.
24. Form 990 – Return of Organization Exempt from Income Tax
25. Renewal Notification – When a business desires to change certain information, such as owner information, an amendment can be sent from Secretary of State and an approval process begins.
26. License App – Businesses such as Money Brokers, Payday Lenders, Trust Companies and Financial Institutions submit license information such as Corporate Name, Doing Business As name, owners, financial information, criminal history, contact information and branch information.
27. Renewal – Businesses are required to renew their consumer license information annually.
28. Amendment – Articles of amendment form is submitted when a business desires to change information such as owner, business name or articles of existence (bank or credit union).
29. Bond – Businesses are required to submit their bond information.
30. Notification – The business is notified of approaching deadlines such as license renewal.

31. Register – New businesses are required to register with the Secretary of State's Office before doing business in ND. Information collected: Business Name, Owners, Type of Business, Registered Agent, Partners
32. License App – When applicable, a business will complete the appropriate license application and the information will be received by the Secretary of State Office. Some of the licenses regulated here are: Contractor, Charitable Solicitation, Notary and Professional Fundraiser. Information collected is: Business Name and Location, Contacts, Owners, Partners, Auditor, Officers, Salaries, Tax Exempt Status, Bonds. A fee is also collected.
33. Renewal – Businesses will renew their current information.
34. Amendment – Businesses will submit an amendment to change their current information.
35. License App – Licenses include: Food & Lodging establishments, Mobile Home Parks, Campgrounds, Beverage Establishments, Nursing Homes, Tattoo/Body Art and Tanning Facilities and Child Care facilities.
36. Schools - The health department is responsible for regulating the food services at schools.
37. Renewals – All licenses are renewed on a calendar year basis.
38. Inspections – Inspections are done periodically on licensed facilities.
39. Reporting – Business submit annual reports (Unemployment information, number of jobs, average hourly wage and average benefits).
40. Business Hot Line – Gather the business information and direct to the appropriate agency.
41. Notification – request annual reports from the businesses annually.
42. New Hire – Employers are required to submit new employee information within 20 days of employment.
43. Termination – Employers are required to submit employee terminations.
44. Reminders – DHS will send businesses reminders and requirement changes.
45. Bank Acct – Financial institutions will match on obligors and a levy can be placed on an obligor's account if applicable. The match can be done one of two ways: DHS sends the obligors to Tier Technologies Inc. The financial institution can send their account information to Tier and Tier will perform the match, or Tier will send the obligors to the financial institution and the financial institution will perform the match. Results are sent back to DHS.
46. Request for Info – Used to verify an obligors employment and also an employer response form is used to gather wage and health insurance information on obligors from the employer.
47. Employer Profile – Business profile information contains information such as: Legal Business Name, addresses, owners, etc.
48. Payroll – Employee payroll information is submitted by the business. This includes information such as: Employee name, wage and all benefits, job classification and description.
49. Updates – Business will routinely update their information.
50. Pre-qualify Reg – New contractors, subcontractors, and consultants need to pre-qualify; existing entities must pre-qualify annually. The forms exist on DOT's website. A Tax clearance is required with some of the prequalifications.
51. Dealer App – Car dealerships (new or used) must file application; a physical inspection is required to qualify. Dealers must renew annually.
52. Vendor Registration – Some new businesses will send vendor registration to Finance. Finance will then forward the information to vendor registration in OMB.
53. Sales/Withhold App – Businesses will submit a Sales/Use Tax Permit and Income Tax Withholding Application to register for either or both taxes.

54. Clearance – Verify that the business is not delinquent with its tax return filings.
55. Alcohol Tax App – Businesses will submit the appropriate alcohol tax application to be licensed/registered.
56. Tax Returns – Businesses file Tax Returns for basically every type of tax, registration is often done once the tax return is received. Tax Types include: Sales, Withholding, Individual Income, Corporate, Motor Fuels, Alcohol Tax, Telecommunications, Airline, Fiduciary, Cigarette, Oil/Gas Production Tax, Partnership, Financial Institutions Tax, Music Composition Tax, Transmission Line Tax, Coal Severance, City Motor Vehicle Rental Surcharge, Motor Vehicle Rental Surcharge, City Lodging, Tobacco Products, Estate, etc.
57. Motor Fuels App – Businesses will submit the appropriate motor fuels application to establish and account.

Secretary of State (Business Registration and Licensing)

1. Register – New businesses are required to register with the Secretary of State's Office before doing business in ND. Information collected: Business Name, Owners, Type of Business, Registered Agent, Partners
2. License App – When applicable, a business will complete the appropriate license application and the information will be received by the Secretary of State Office. Some of the licenses regulated here are: Contractor, Charitable Solicitation, Notary and Professional Fundraiser. Information collected is: Business Name and Location, Contacts, Owners, Partners, Auditor, Officers, Salaries, Tax Exempt Status, Bonds. A fee is also collected.
3. Renewal – Businesses will renew their current information. Includes:
4. Amendment – Businesses will submit an amendment to change their current information.
5. Notification – The business is notified of approaching deadlines such as license renewal.
6. Financial – Financial reporting information such as revenue totals is shared.
7. Complaint – Complaint information is provided to an agency when requested and is also received from some agencies.
8. Business \$25K – A list of businesses that have reported doing projects costing more than \$25,000 is generated.
9. Sales Tax Verify – Verify that a business has a sales tax permit.
10. Affidavit – A business that has no employees needs to file an affidavit with Workforce Safety.
11. Account Verify – A business that has employees needs to have an open account with Workforce Safety.
12. Business Verify – Business profile information contains information such as: Business name, status, addresses, contacts, owners, etc. This information can be obtained from the Secretary of State either by direct access to their AS400 system or by using the Business Lookup available on the World Wide Web.
13. License Verify – The Licensing Division will verify that a business is, in fact, licensed.
14. Delinquent Contractors – JSND provides Secretary of State information on delinquent contractors.
15. Registration Info – Secretary of State provides new corporation and LLC registration information to JSND.
16. Contractors – Information from contractor applications submitted to the Secretary of State is sent to Tax.
17. Corporate Registration – Tax gets information on corporate registrations from Secretary of State.

18. Certificate of Authority - Tax accesses the Business Registration web site to check for the certificate of authority before issuing a sales tax permit.

State Procurement Office

58. Bidder Registration – Business profile information contains information such as:
 - Business Name, addresses, contacts, owners, etc.
59. W9 – Businesses submit their W9 information for verification of their business name, address and tax identification number.
60. 1099 – Businesses submit their 1099 information which is used by the agency to generate the 1099-Misc income form to the business.
61. ACH – Businesses submit their ACH information to be used for payments to be directly deposited in the businesses bank account.
62. W9 – If possible, SPO would like to be able to get W9 information from Tax provided Tax has it available.
63. Business Verify – Business profile information contains information such as: Business Name, addresses, contacts, owners, etc. This information can be obtained from the Secretary of State either by direct access to their AS400 system or by using the Business Lookup available on the World Wide Web.
64. Vendor Verify – Verify that the business has registered with OMB's State Procurement Office.
65. Vendor Registration – Some new businesses will send vendor registration to DOT's Finance division. Finance will then forward the information to OMB's State Procurement Office.

Tax Department

1. Sales/Withholding App – Businesses will submit a Sales/Use Tax Permit and Income Tax Withholding Application to register for either or both taxes.
2. Motor Fuels App – Businesses will submit the appropriate motor fuels application to establish and account.
3. Alcohol Tax App – Businesses will submit the appropriate alcohol tax application to be licensed/registered.
4. Tax Returns – Businesses file Tax Returns for basically every type of tax, registration is often done once the tax return is received. Tax Types include: Sales, Withholding, Individual Income, Corporate, Motor Fuels, Alcohol Tax, Telecommunications, Airline, Fiduciary, Cigarette, Oil/Gas Production Tax, Partnership, Financial Institutions Tax, Music Composition Tax, Transmission Line Tax, Coal Severance, City Motor Vehicle Rental Surcharge, Motor Vehicle Rental Surcharge, City Lodging, Tobacco Products, Estate, etc.
5. Contractors – information from contractor applications submitted to the Secretary of State.
6. Corporate Registration – Tax gets information on corporate registrations from Secretary of State
7. Certificate of Authority - Tax accesses the Business Registration web site to check for the certificate of authority before issuing a sales tax permit

8. License Verify – Various licenses are verified with the Health Department before issuing Sales Tax Permits. Licenses include Bed & Breakfasts, Lodging establishments, Nursing Homes, etc.
9. Drivers License – Drivers license information is referenced to confirm SSN and address information.
10. Hold Accounts – information on Hold Accounts with the Bank of North Dakota.
11. Accredited Institutions – Tax gets information on accredited institutions for process sales tax exemptions.
12. License Verify – Tax gets information on alcohol permits, and tobacco and cigarette licenses from attorney general.
13. Hunting Lodges/Guides – Tax gets information on hunting lodges and guides from Game & Fish.
14. Pride of Dakota Vendors – information on Pride of Dakota vendors from Attorney General.
15. Clearance – Verify that the business is not delinquent with its tax return filings.
16. Sales Tax Verify – Verify that the business has a sales tax permit for certain types of businesses such as a coin operated amusement device.
17. Clearance – Tax provides a clearance to the taxpayer which they provide to other agencies.
18. Vehicle Reg. – The Tax Department has access to vehicle registration information.
19. Payroll – Employee payroll information is shared with other agencies.
20. Verify Assistance – Verify that a business has qualified for a grant or assistance.
21. Tax Accountability – Check the accountability of the business.
22. Business \$25K – A list of businesses that have reported doing projects costing more than \$25,000 is generated.
23. W9 – If possible, SPO would like to be able to get W9 information from Tax provided Tax has it available.
24. Corporate Return – Child Support would like to access corporate tax return information. Currently is not legal. This information could be used to determine if a business was still in business or when they quit doing business.
25. Employer List – list of employers that have employees from Job Service and Workforce Safety.
26. Leasing/Rental – information on leasing and rental companies.
27. Chemical Vendors – information on chemical vendors.
28. Claimant Info – The Tax Department has access to JSND's mainframe emulation for referencing claimant information.

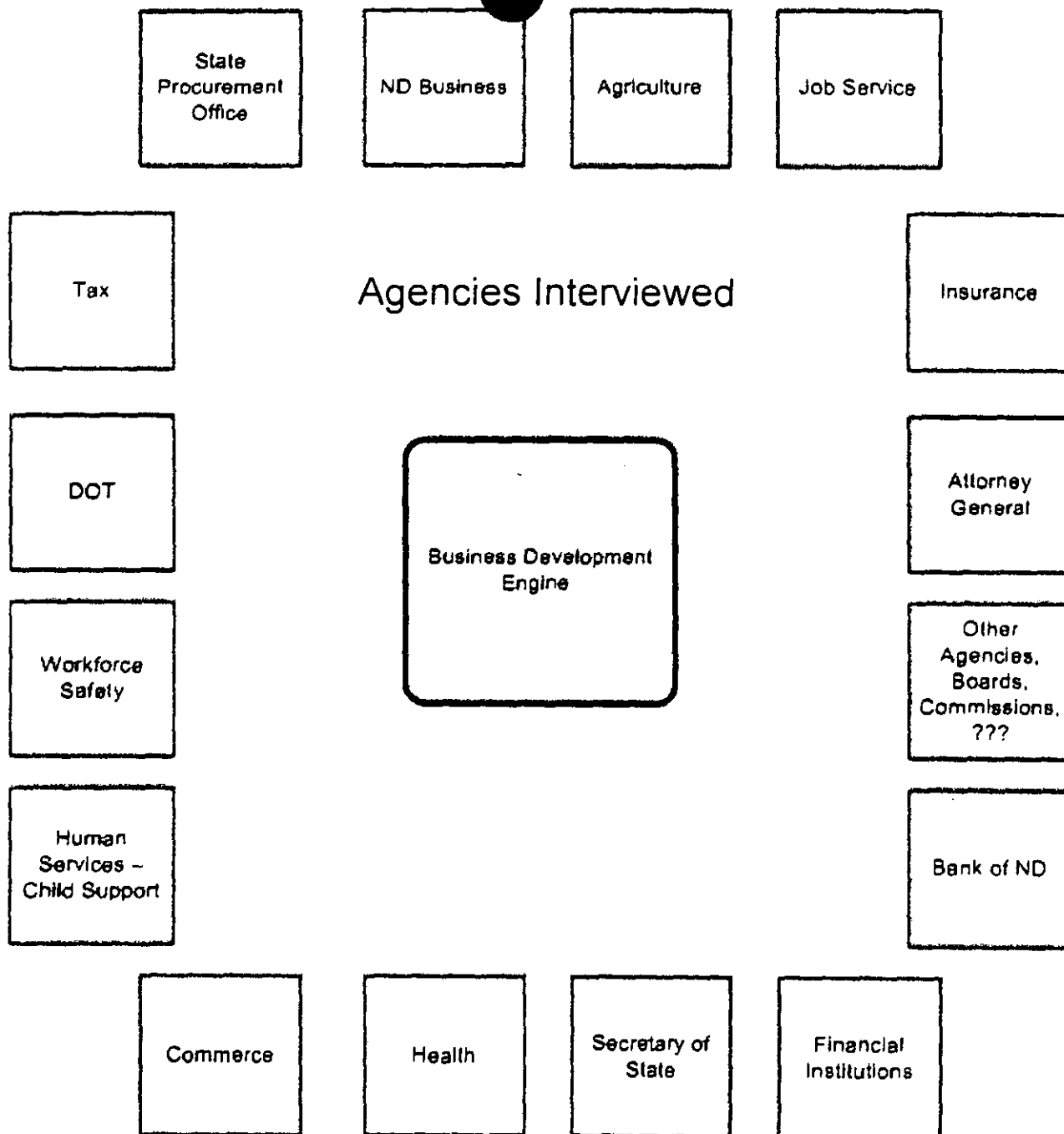
Transportation, Department of

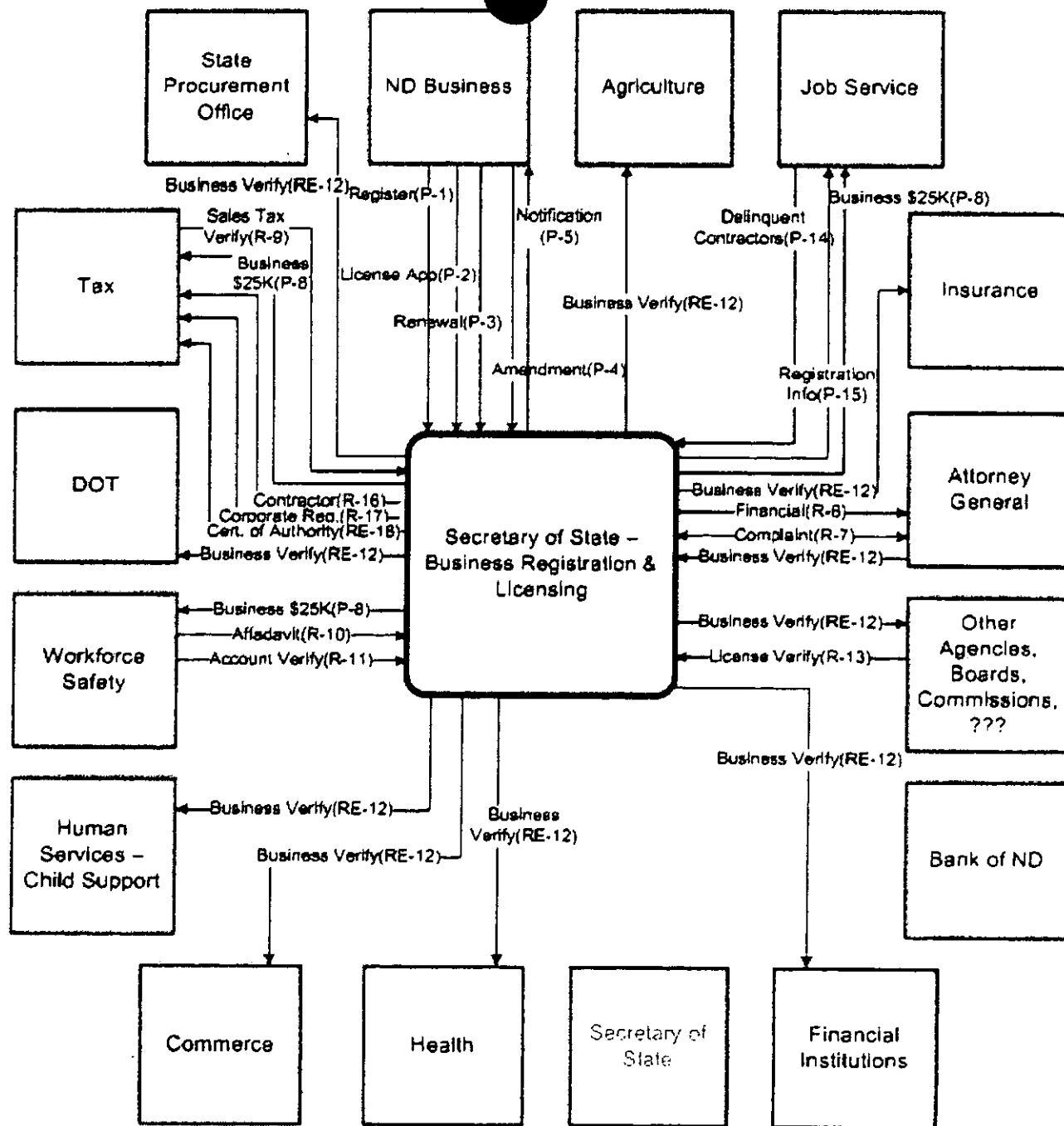
1. Drivers License – the Tax Department has access to Drivers License information.
2. Vehicle Reg. – the Tax Department has access to Vehicle registration information.
3. Vendor Verify – Verify that the business has registered with OMB's State Procurement Office.
4. Vendor Registration – Some new businesses will send vendor registration to Finance. Finance will then forward the information to OMB's State Procurement Office.
5. Contractors Pre-qualify – New contractors need to pre-qualify; existing contractors must pre-qualify yearly. The forms exist on DOT's website. A Tax clearance is required with the prequalification.

6. Subcontractor Pre-qualify – New subcontractors need to pre-qualify; existing subcontractors must pre-qualify yearly. The forms exist on DOT's website.
7. Consultant Pre-qualify – New consultants need to pre-qualify; existing consultants must pre-qualify every 3 years. The forms exist on DOT's website.
8. Dealer App – Car dealerships (new or used) must file application; a physical inspection is required to qualify. Dealers must renew annually.
9. Vendor Registration – Some new businesses will send vendor registration to Finance. Finance will then forward the information to vendor registration in OMB.
10. Causality line – The Insurance Department supplies a list of insurance companies that have an authority line of causality.
11. Business Verify – By querying the Secretary of States AS400, information such as business owners, officers and business name and address can be obtained. Also, before issuing or reissuing a license, the status of a business is verified to be "In Good Standing".
12. Leasing/Rental – information on leasing and rental companies.

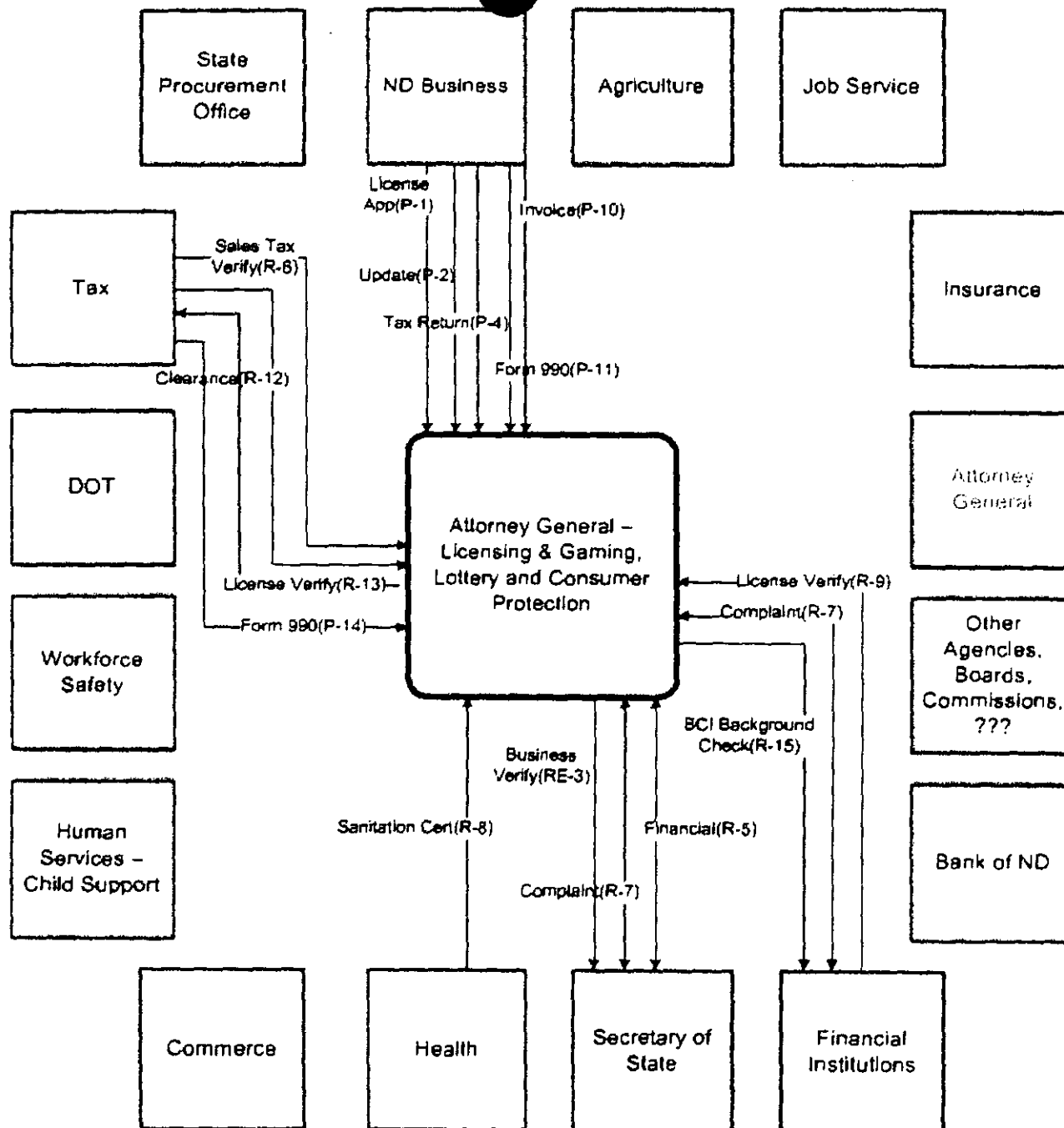
Workforce Safety

1. Employer Profile – Business profile information contains information such as: Legal Business Name, addresses, owners, etc.
2. Payroll – Employee payroll information is submitted by the business. This includes information such as: Employee name, wage and all benefits, job classification and description.
3. Updates – Business will routinely update their information.
4. Wages/Payroll – Employee payroll information can be obtained from Job Service.
5. Affidavit – A business that has no employees needs to file an affidavit.
6. Account Verify – A business that has employees needs to have an open account.
7. Payroll – Employee payroll information is shared with other agencies.
8. New License – When another agency licenses a business, Workforce Safety would like to be notified.
9. New Register – When a business registers their Trade Name, Workforce Safety would like to be notified.
10. New Business – When a new business is registered or submits payroll information, Workforce Safety would like to be notified.
11. Business \$25K – A list of businesses that have reported doing projects costing more than \$25,000 is generated.
12. New Hire – Contains new employee information.
13. Verify Assistance – Verify that a business has qualified for a grant or assistance.

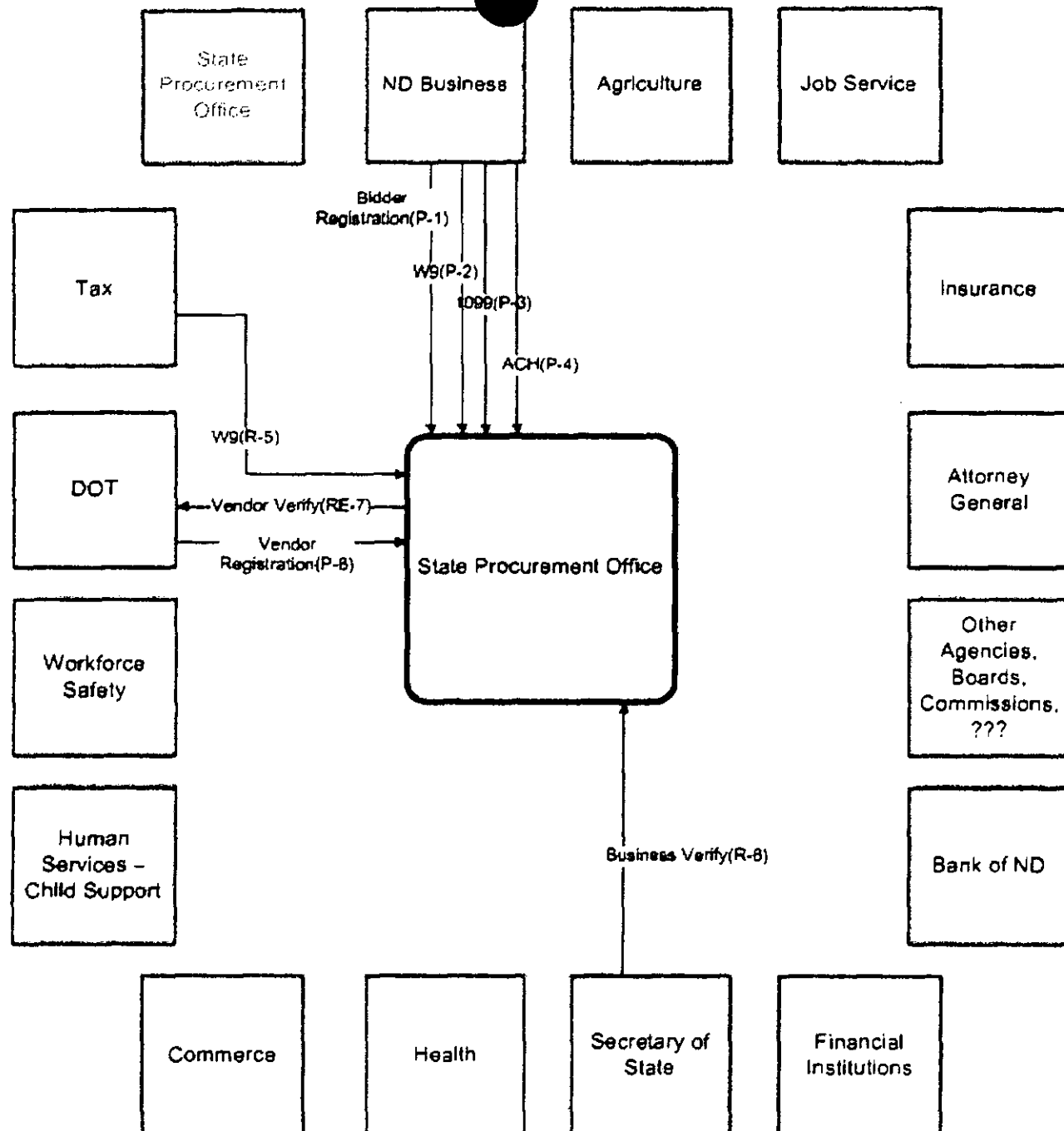




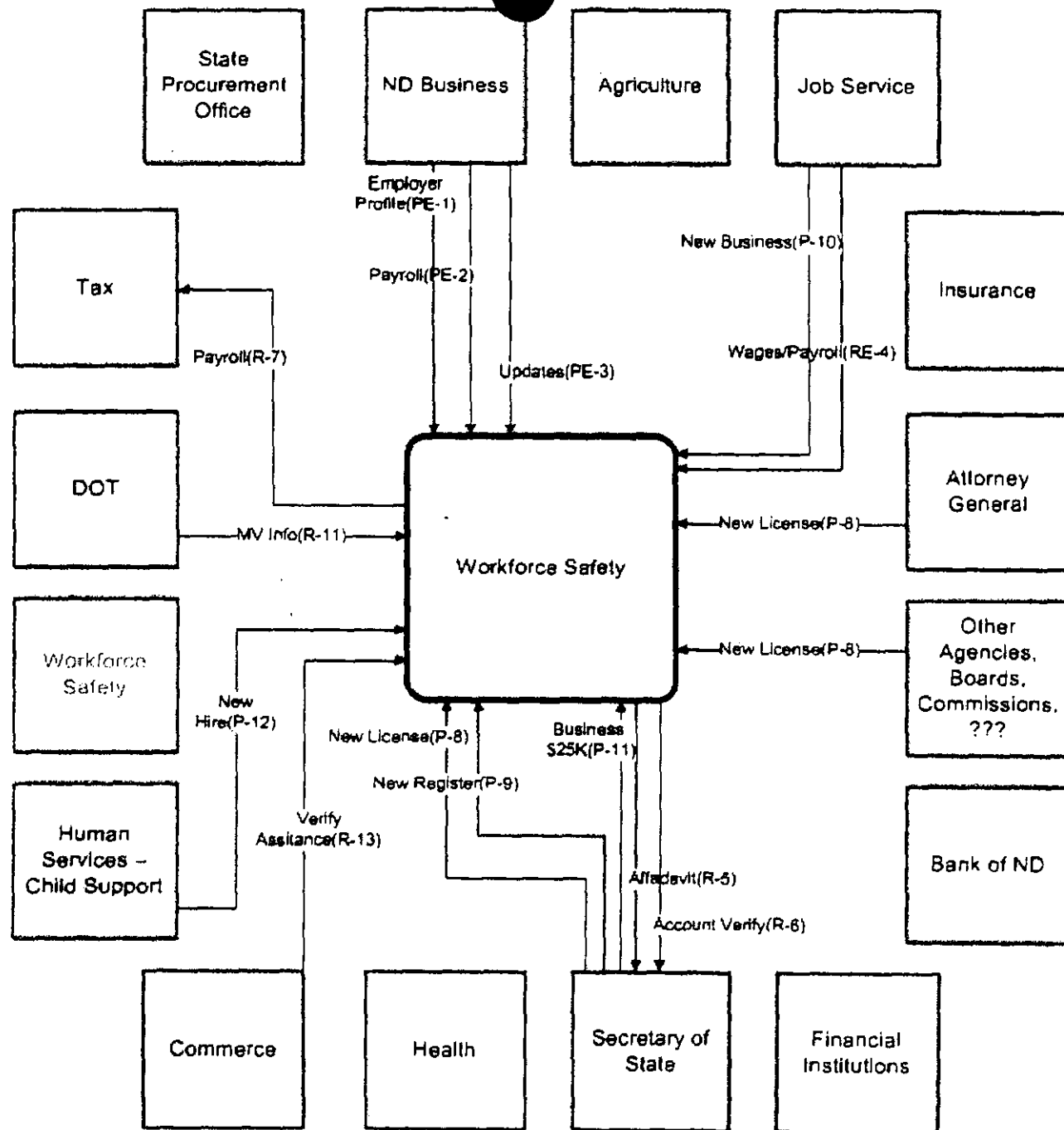
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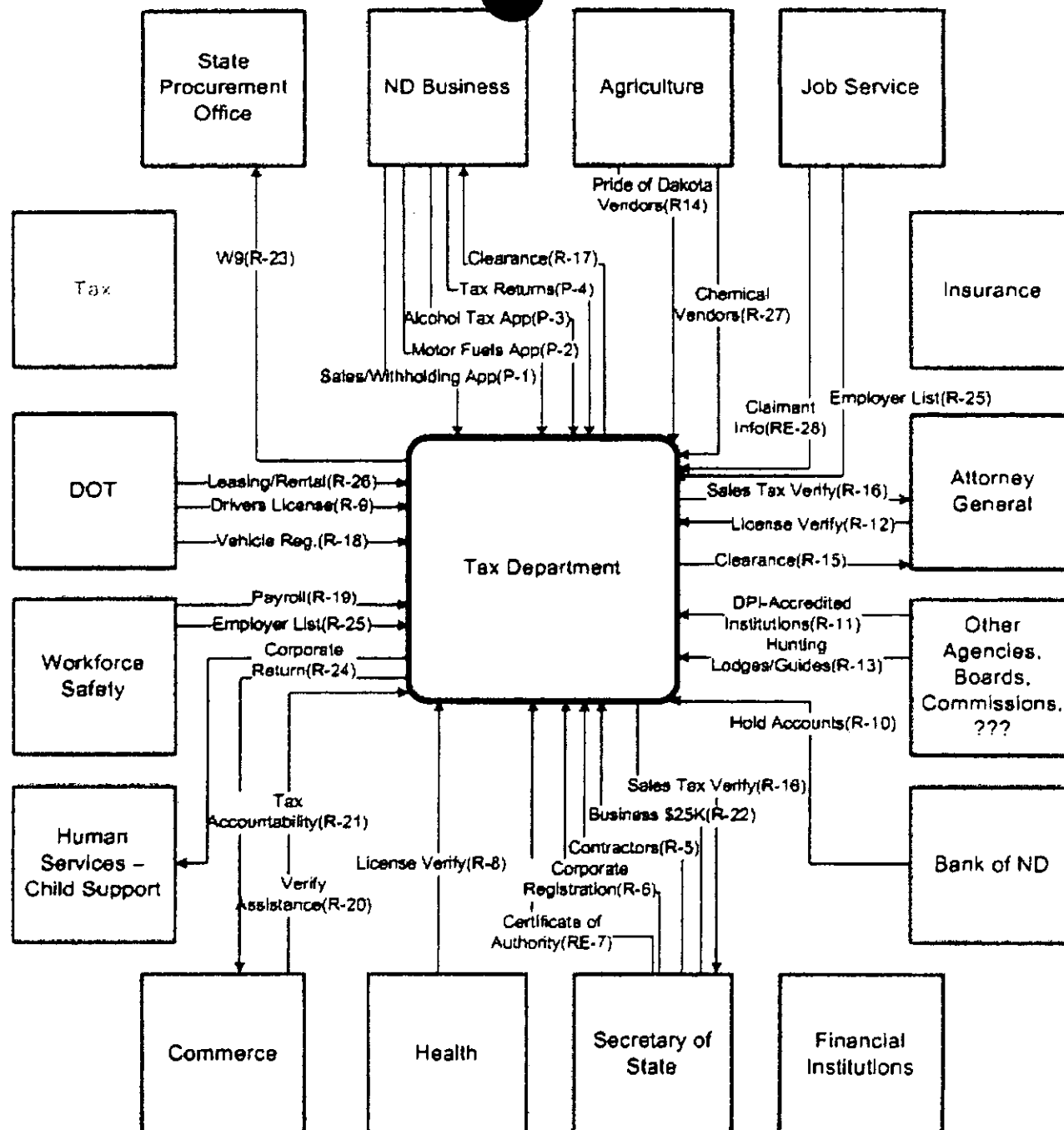
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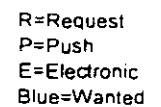
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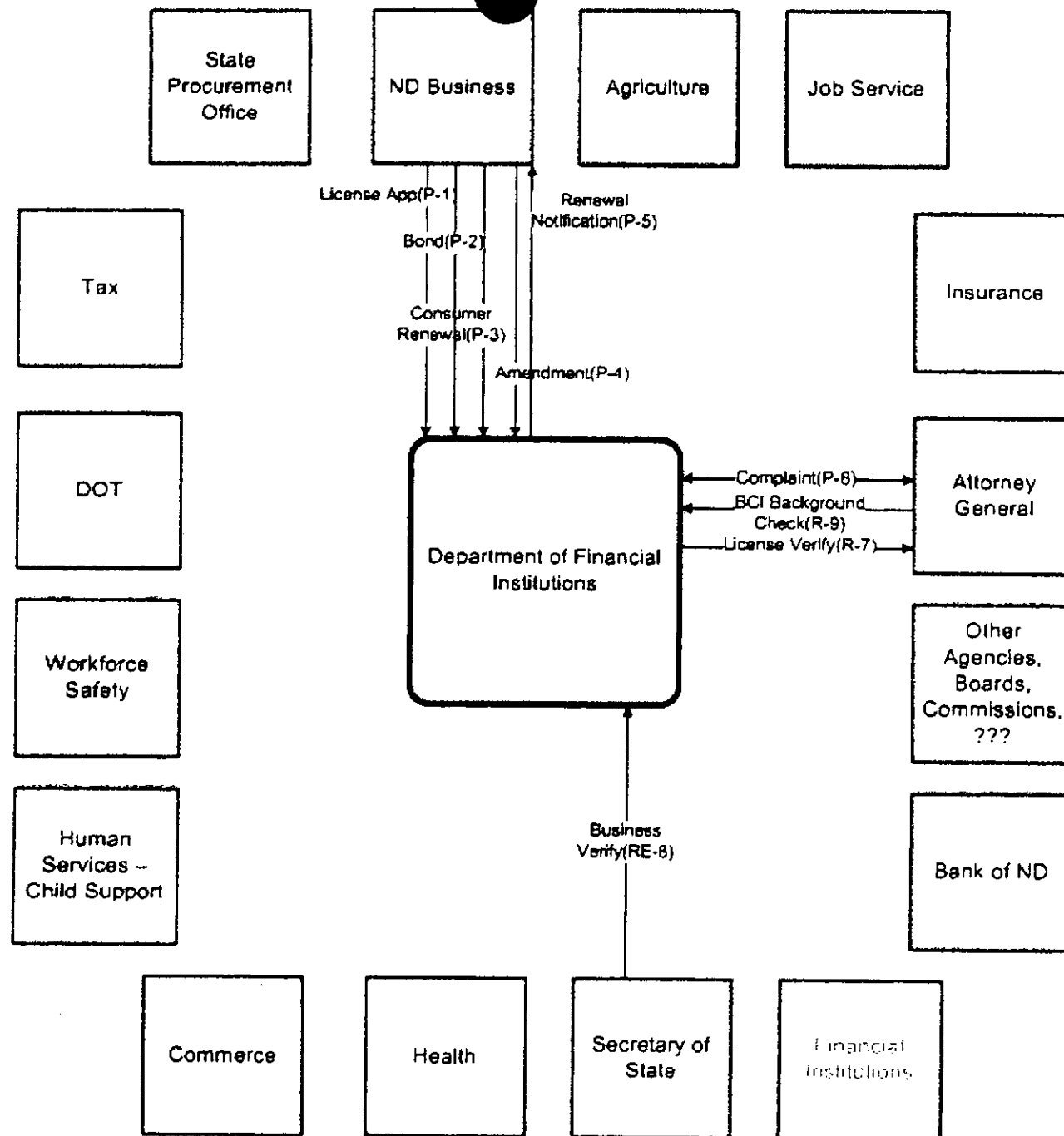


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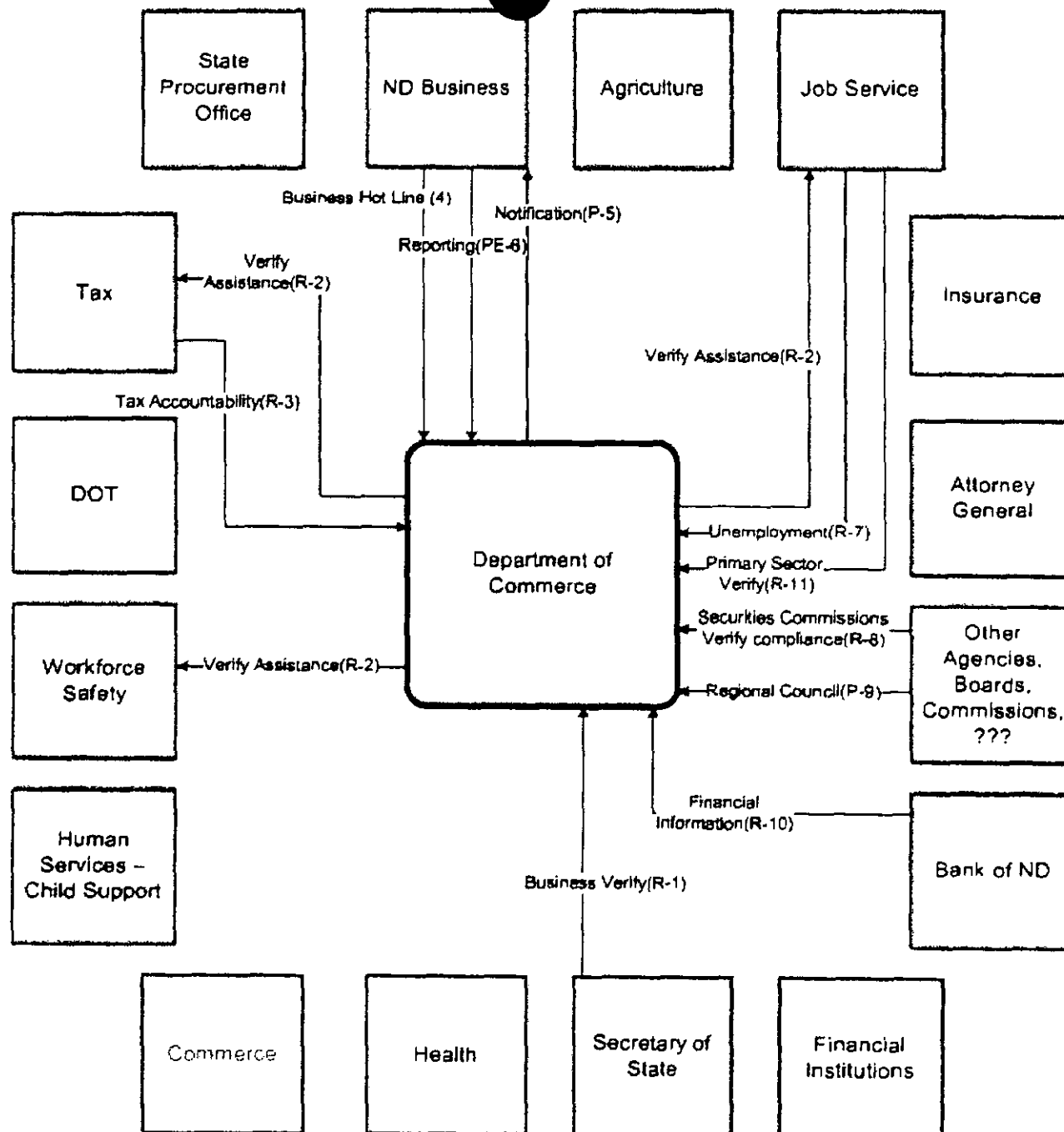


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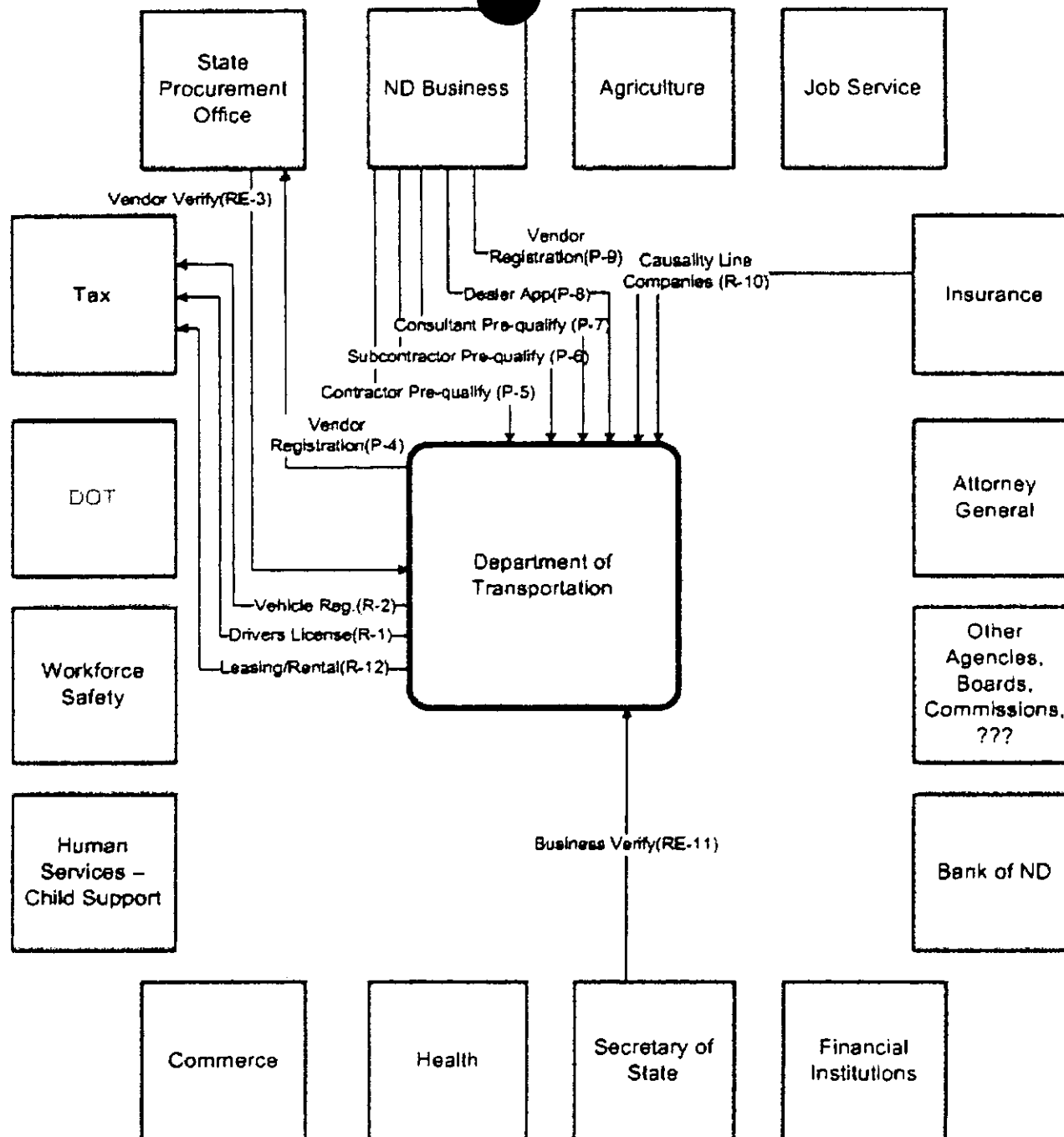




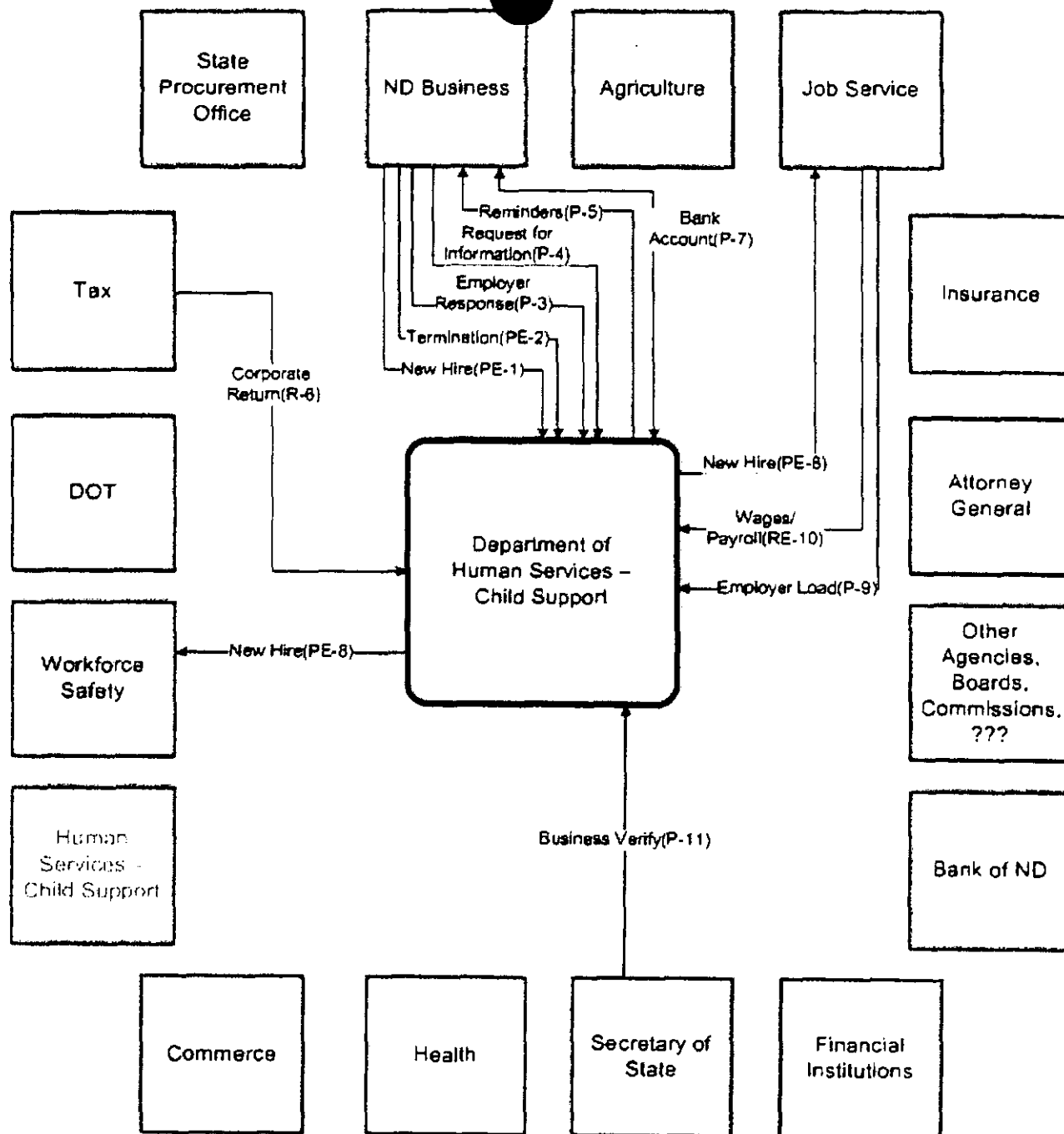
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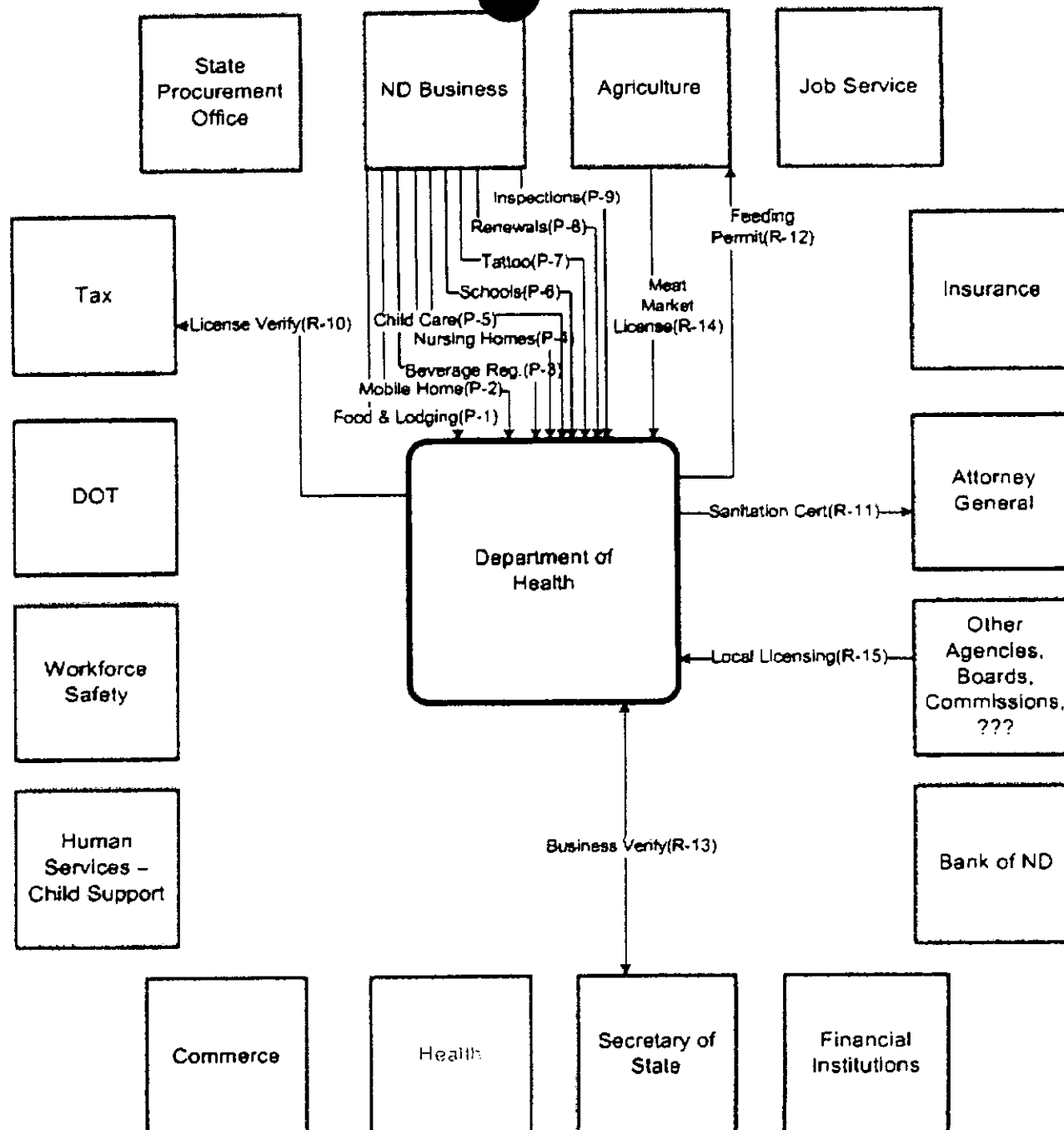
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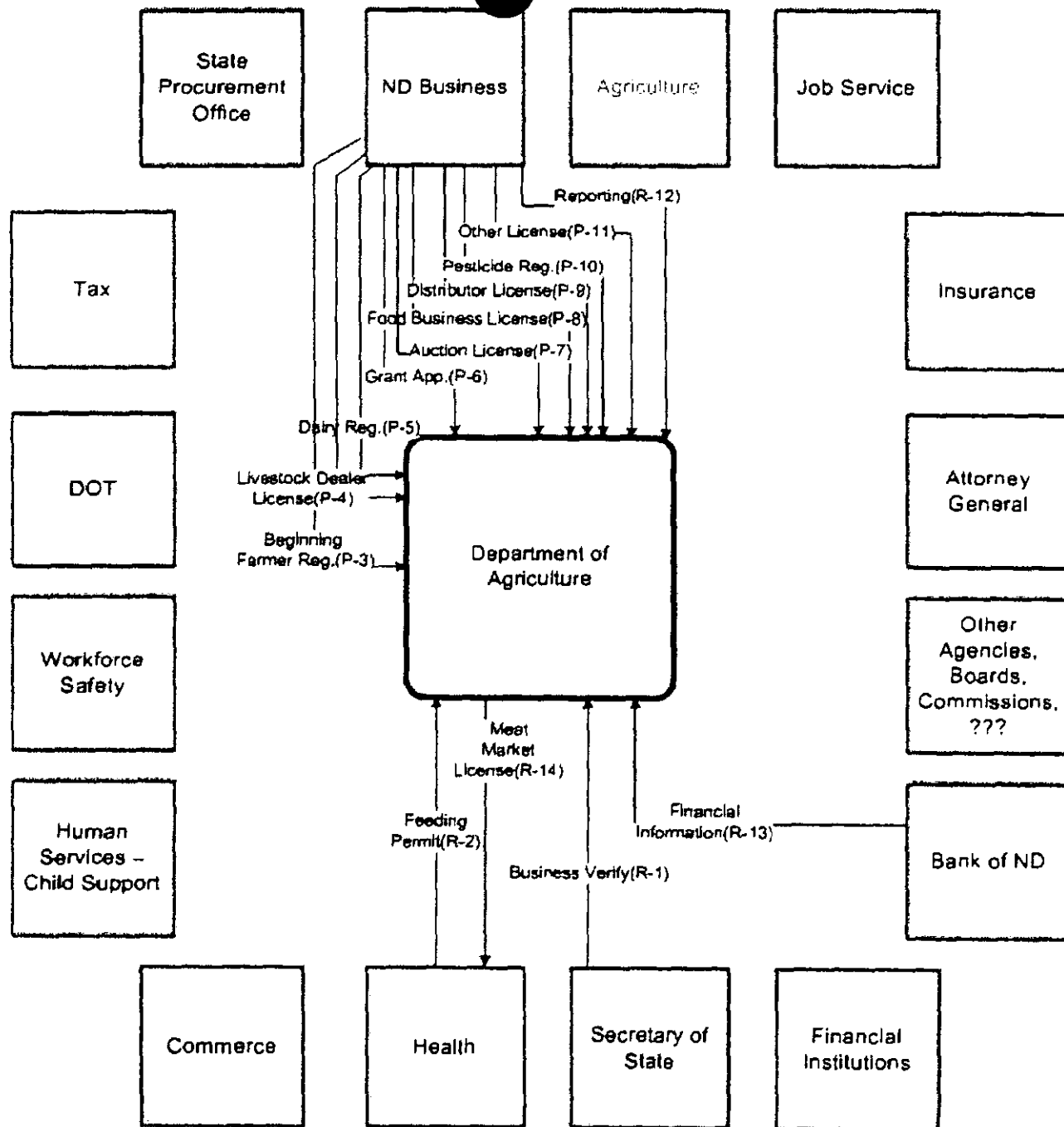
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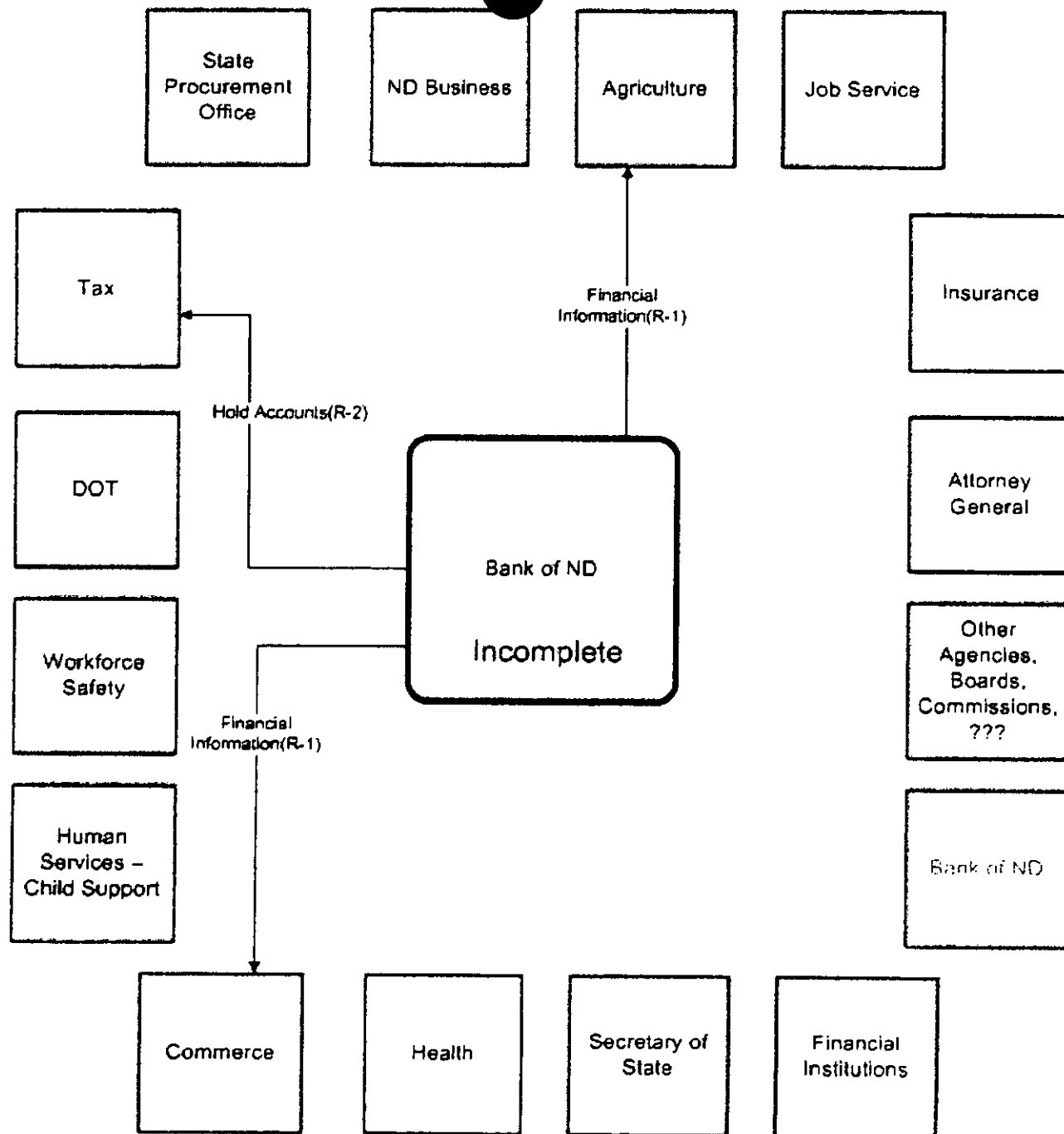
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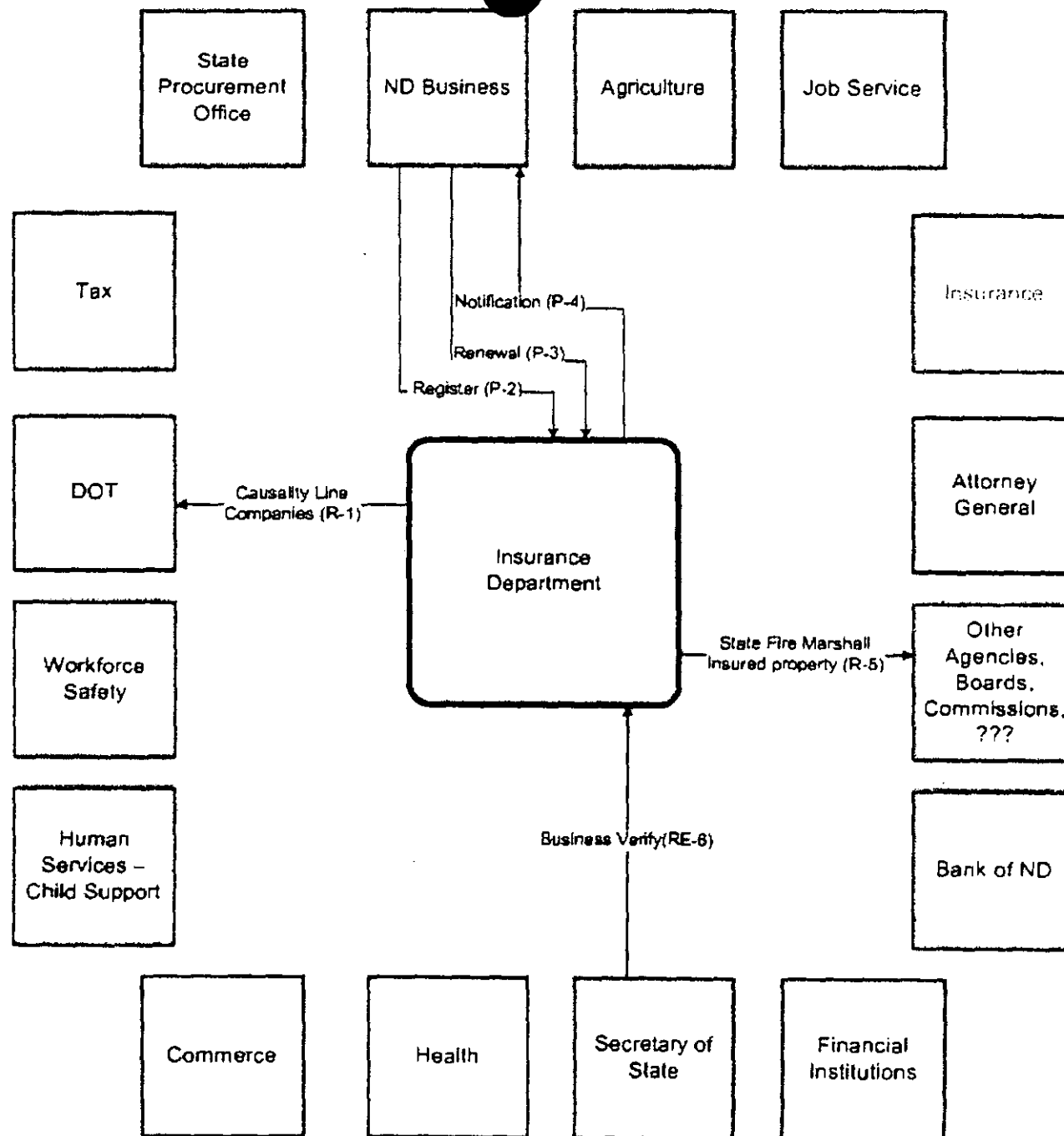
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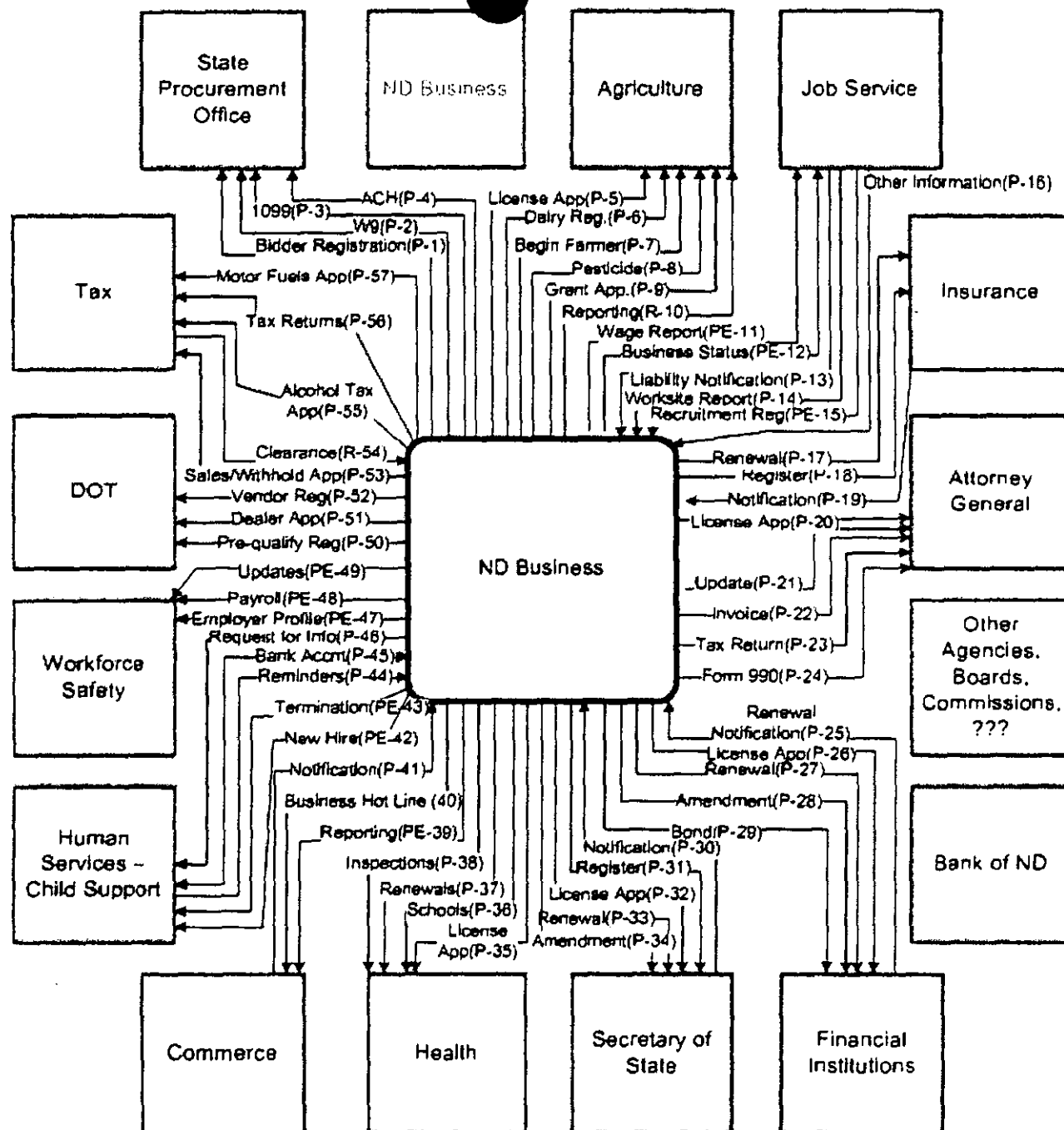
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