

**R861. Tax Commission, Administration.**

**R861-1A. Administrative Procedures.**

**R861-1A-3. Division Conferences Pursuant to Utah Code Ann. Sections 59-1-210 and 63G-4-102.**

Any party directly affected by a commission action or contemplated action may request a conference with the supervisor or designated officer of the division involved in that action.

- (1) A request may be oral or written.
- (2) A conference will be conducted in an informal manner in an effort to clarify and narrow the issues and problems involved.
- (3) The party requesting a conference will be notified of the result:
  - (a) orally or in writing;
  - (b) in person or through counsel; and
  - (c) at the conclusion of the conference or within a reasonable time thereafter.
- (4) A conference may be held at any time prior to a hearing, whether or not a petition for hearing, appeal, or other commencement of an adjudicative proceeding has been filed.

**KEY: developmentally disabled, grievance procedures, taxation, disclosure requirements**

**Effective: 8/18/2008**