R&D TAX CREDIT ROUNDTABLE-
QUESTIONS FOR SPOTLIGHT MEMBER

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MASSIE *innovation in R&D Tax Credits*

I'm the next MASSIE Roundtable Spotlight Member. What do I do now?

Executive Summary

Thank you, and R-E-L-A-X

First, we would like to thank you for volunteering to be our Spotlight Member. What this means is that during our next Roundtable session, you will be a featured presenter! While that may sound scary, it's not really. We always begin our Roundtables with an introduction. You will immediately see that others just like you have joined the call. We typically DO NOT require our Spotlight Members to be on camera. We have come up with some questions below that you can think about in advance of the call. Most times Peter Green or Jason Massie will have a pre-call with you to go over the questions as well. You do not have to prepare slides, but you are certainly allowed to show slides to the group if your company allows it. Your session will last between 10-20 minutes. Our Roundtable typically runs through a Washington, D.C. update right after Introductions. Then we have our Spotlight Member section. You will typically come on around 20 minutes after the call starts. Peter and Jason will make sure to ask you questions during your session!

Second, just relax and have fun. Featured speakers have been from Caterpillar, Aetna, Northrup Grumman, Bayer and others so you are in good company.

Questions for Spotlight Member:

Tell us a little about your background. How long have you been at the Company? Are you primarily responsible for R&D or do you also have other responsibilities within the Tax Department?

Is the R&D process for you year-round, or do you pick it up at a certain point of the year and close it out when the calculations are done?

At your Company, do you have others who assist you with the R&D tax credit? Please explain what your team might look like in terms of roles?

Do you handle IRS controversy as well, or is that done by another person or group within the Tax Department? How about litigation?

What have you done to improve your process at the Company? I recall during our last discussion you mentioned Six Sigma. Can you elaborate a bit on how Six Sigma was used to design or improve your study?

Walk us through your process at the Company? Do you conduct education sessions? Are those one-on-one, webinars, done with videos? How do you train new engineers/SMEs on your process?

Do your engineers keep time records or do you create some sort of allocation template for R&D employees to fill out?

Do your engineers have a project list you use for each year, or do you have to work with them to develop such a list? How are QREs determined by project?

Explain how you satisfy the four-part test for your activities? Do you use interviews or surveys? Do you visit every location? If you do surveys, are those distributed annually or more frequently? If annually, have you considered more frequent gatherings?

What about project documentation? How do you decide what to gather and how is the information organized? Do you document using a stat sampling? Do you agree with the IRS in advance as to projects that should be documented? Do you keep the documentation on a sharepoint site or another R&D directory? Do you use documentation maps?

What unique agreements do you have in place with the IRS as to R&D? Do they mainly look at job titles and department names, or do variance analysis each year, or only look a new employees or new projects? How do you manage the examinations?

What is the overall Company culture related to R&D? Do SMEs assist you freely or are they required to assist based on performance goals? Is the amount of the credit published to the SMEs annually?

How do you make sure the credit is being maximized each year? How do you deal with acquisitions?

Do you also handle the state credits or are those done by a different group within the Tax Department?

What other tools, tips, or tricks do you use at your Company that others on the call might want to consider?

Frequently-Asked Questions

Will people ask me questions? Peter and Jason typically ask questions to help move the presentations along. But most Roundtable members just listen.

Should I prepare slides? Totally up to you. If you want to pass out handouts Peter and Jason can facilitate that for you. They can also show your slides to make it easier on you during your session.

Is my session recorded? We typically do record the Roundtable to send out to members who have missed the session. But if your company does not allow recordings then please tell us in advance and we can be sure to cut your piece out and let others know that the call will not be recorded.

About MASSIE R&D Tax Credits

Jason Massie, CPA, Esq. is the President and Founder of MASSIE R&D Tax Credits. He has over 28 years of experience in leading Big Four accounting firm and national law firm practices in this area. Jason is a thought-leader and frequent speaker on R&D tax credits. He on the faculty of the BNA Bloomberg R&D Tax Credit Symposium held annually in Washington, D.C. and is a requested presenter on R&D and IRS controversy with TEI groups around the country. MASSIE R&D Tax Credits is a leading provider of federal and state R&D tax credit services. The Company focuses only on the R&D tax credit and uses best practices to ensure projects are of the highest quality. MASSIE R&D Tax Credits is based in Atlanta, GA, and facilitates a quarterly R&D Tax Credit Roundtable for some of the largest taxpayers in the country to share best practices related to R&D tax credit process.

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