



FTA bulletin

Federation of Tax Administrators
444 N. Capitol St., N.W., #348, Washington D.C., 20001 * (202) 624-5890

B-10/06
March 14, 2006

FTA MOTOR FUEL TAX
INVESTIGATION TRAINING COURSE
September 10-13, 2006
Portland, Oregon

To State Tax Administrators:

SUMMARY

FTA, with the participation of state tax agencies, is offering a Motor Fuel Tax Investigation training course for 2006. The course is September 10-13, 2006 in Portland, Oregon. **This course is for Government employees only.**

This bulletin provides training and hotel registration information. Please note the **cut-off date for the hotel reservation and registration is August 9, 2006.**

FTA, with the participation of state tax agencies is offering a Motor Fuel Tax Investigation Course for 2006. The investigation level course will be held September 10-13, 2006 in Portland, Oregon at the Marriott City Center.

Requirement to Attend the Course

Participants must have basic knowledge of tax investigations and work for a government agency.

Motor Fuel Investigation Training Course

The course is designed for experienced tax investigators. Instructors will be state employees with expertise in motor fuel investigations. The training course is structured as follows:

- Participants will examine the role of an auditor and an investigator to understand each role in the investigation process.
- Participants will analyze the various fuel tax evasions schemes to understand the opportunities for motor fuel tax fraud.
- Participants will learn how to discover fuel tax evasion by observation, informants, data base matching.
- Participants will analyze techniques for investigation in surveillance, computer records, interview and the three P's of investigating fuel tax evasion schemes.
- Participants will review case preparation in case management, education of the prosecution, chain of evidence, report writing and how to be a good witness.
- Participants will learn about forfeiture, how to seize fuel property and disposing of the property in the truck or service stations.

All participants will receive a training manual, reference materials, and a certificate of completion preliminary program of the investigation training is attached.

The course fee of \$495.00 per registrant will cover the costs of training materials, coffee breaks, and other expenses. A registration form is enclosed; please complete and mail it, together with your check (made payable to Federation of Tax Administrators) to:

Federation of Tax Administrators
444 N. Capitol Street, NW – Suite 348
Washington, DC 20001

Faxed registrations will also be accepted at (202) 624-7888. **The deadline for submitting registration is August 9, 2006.**

Hotel Registration

The rate at the Marriott City Center is \$98 single/double plus 12.5% tax per night. Make your reservations directly with the hotel by calling (800) 228-9290 or (503) 226-6300. Make certain to inform the clerk that you will be attending the “**Federation of Tax Administrators Investigation Class**” to receive the special rate. Please note that the **cut-off date for the hotel reservation is August 9, 2006**. The hotel’s address is 520 SW Broadway, Portland, Oregon 97205.

Transportation

Blue Star Airport Shuttle provides transportation to the hotel for approximately \$13 one way. If driving or renting a car, the parking at the hotel is \$24 per day.

Have any questions; please call Cindy Anders-Robb at (307) 632-4144 or e-mail cindy.anders-robb@taxadmin.org

Sincerely,

Harley T. Duncan
Executive Director

Enclosures: as stated

**Registration Form
(GOVERNMENT ONLY)**

FTA Motor Fuel Tax ***INVESTIGATION*** Training Course
September 10-13, 2006
Portland, Oregon

Name _____

Title _____

Agency/Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

REGISTRATION FEE: \$495

*Note: An additional \$35 fee is assessed for all on-site registrations.
Cancellations are subject to a \$35 penalty if not made prior to the meeting.*

METHOD OF PAYMENT:

Select One: Payment at meeting Payment enclosed Please invoice

Check VISA MasterCard

Name as it appears on card _____

Account Number _____ Expiration Date _____

Signature _____

Course Registration Deadline is August 9, 2006.
Please make checks payable to: **Federation of Tax Administrators.**
Note payment is for **Motor Fuel Investigation Training**
Portland, Oregon
Federal ID # is 36-2327263

Fax (202) 624-7888 or mail this form to:
Federation of Tax Administrators
444 N. Capitol Street, NW; Suite 348
Washington, DC 20001

For more information regarding this training course, contact:
Cindy Anders-Robb at 307-632-4144 or e-mail Cindy at cindy.anders-robb@taxadmin.org