



FTA Motor Fuel Tax Section

Federation of Tax Administrators • 444 North Capitol Street, N.W.,
Washington, D.C. 20001 • 202-624-5890

FTA MOTOR FUEL TAX ENFORCEMENT TRAINING COURSE

August 22-26, 2010

Savannah, Georgia

ADVANCED COURSE

To State Tax Administrators:

SUMMARY

FTA, with the participation of state tax agencies is offering the Motor Fuel Tax **Advanced Level** Training course for 2010. The advanced level course is August 22-26, 2010. This bulletin provides training and hotel registration information. Please note the **cut-off date for the hotel reservation is July 26, 2010.**

FTA, with the participation of state tax agencies is offering the Motor Fuel Tax **Advanced Level** Training course for 2010. The advanced level course will be held August 22-26, 2010 in Savannah, Georgia.

Requirement to Attend the Course

Participants should have basic knowledge of the motor fuel industry and experience working with motor fuel tax records and returns. It is **mandatory attendance** through 4:00pm Thursday, August 26, 2010 in order to receive a **certificate of completion since this course is progressive.**

A CALCULATOR AND PENCILS ARE REQUIRED FOR THIS COURSE. NO COMPUTERS ARE ALLOWED.

Advanced Training Course

The advanced course is designed for experienced motor fuel administrators, auditors, investigators and employees of state, federal and the petroleum industry. The instructors will be state and petroleum industry employees with expertise in motor fuel audits and investigations. The advanced fuel training course is structured as follows:

- Participants will be introduced to working with taxpayer's sales records to prepare monthly state tax returns using FTA Uniform Forms and Instructions.
- Participants will review returns as a basis for preliminary evaluation of information from the perspective of the state return processing and reconciliation.

- Participants will be introduced to audit techniques that facilitate the tracking of fuel transactions between dealers and tracking of tax and payment of those taxes.
- Participants will be introduced to interviewing techniques and provided with information required to document findings and evaluate possible criminal activity.

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

Course Registration

The course fee of \$495.00 per registrant will cover the costs of instructors, 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 13, 2010.**

Hotel Registration

The rate at the Hilton Savannah DeSoto is \$106.00 single/double plus 13% tax per night and \$1.00 per night for city occupancy fee. Make your reservations directly with the hotel by calling (800) 426-8483 or (912) 232-9000. Make certain to inform the clerk that you will be attending the **“Federation of Tax Administrators Advanced Training Course”** to receive the special rate. Please note that the **cut-off date for the hotel reservation is July 26, 2010**. The hotel’s address is 15 East Liberty Street, Savannah, Georgia 31401.

Transportation

Transportation to the hotel from the airport is provided by cab for approximately \$28.00 one way. If driving or renting a car, the parking rate at the hotel is \$13 for self-parking and \$17 for valet parking per day.

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

Sincerely,

James Eads
Executive Director

Enclosures: as stated

FTA
ADVANCED MOTOR FUEL TAX TRAINING
Savannah, Georgia
August 22-26, 2010

SUNDAY August 22, 2010

4:00pm – 6:00pm Registration

MONDAY August 23, 2010

7:00am – 8:30am Morning Refreshments

8:30am – Noon Introduction and Welcome

Participants will be introduced to interviewing techniques and provided with information required to document findings and evaluate possible criminal activity.

Noon – 1:30pm Lunch (*on you own*)

1:30pm – 5:00pm

Participants will be introduced to working with taxpayer's sales records to prepare monthly state tax returns using FTA Uniform Forms and Instructions.

TUESDAY August 24, 2010

7:00am – 8:30am Morning Refreshment

8:30am – Noon

Continuation from the morning session working with taxpayer's sales records preparing monthly state tax returns.

Noon – 1:30pm Lunch (*on your own*)

1:30pm – 5:00pm

Participants will review returns as a basis for preliminary evaluation of information from the perspective of the state return processing and reconciliation.

WEDNESDAY
August 25, 2010

7:00am – 8:30am Morning Refreshment

8:30am – Noon

Participants will be introduced to audit techniques that facilitate the tracking of fuel transactions between dealers and tracking of tax and payment of those taxes.

Noon – 1:30pm Lunch (*on your own*)

1:30pm – 5:00pm

Continuation of tracking fuel transactions through the motor fuel distribution chain.

THURSDAY
August 26, 2010

7:00am – 8:30pm Morning Refreshment

8:30 – Noon

Continuation of tracking fuel transactions through the motor fuel distribution chain.

Noon – 1:30pm Lunch (*lunch on your own*)

1:30pm – 5:00pm

Continuation of tracking fuel transactions through the motor fuel distribution chain.

Participants will participate in the wrap-up discussing ways and methods to improve motor fuel tax administration, both industry and tax authority to minimize opportunities for fraud and evasion. Identify and discuss successes, failures and new ideas.

Registration Form
FTA Motor Fuel Tax ADVANCED Training Course
August 22-26, 2010
Savannah, Georgia

Name _____

Title _____

Agency/Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

REGISTRATION FEE: \$495

***Note:** Cancellations must be received in writing no later than August 16, 2010 to receive a refund of the registration fee minus a \$50 processing fee. **NO** refunds can be given after August 17, 2010. Substitutions are welcome at any time.*

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 13, 2010
Please make checks payable to: **Federation of Tax Administrators.**
Note payment is for **Motor Fuel Advanced Training 2010**
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