



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 1-5, 2010
Portsmouth, Virginia*

BASIC COURSE

To State Tax Administrators:

SUMMARY

FTA, with the participation of state tax agencies and the petroleum industry is offering the Motor Fuel Tax **Basic Level** Training course for 2010. This basic level course is August 1-5, 2010.

This bulletin provides training and hotel registration information. Please note the **cut-off date for the hotel reservation is July 1, 2010.**

FTA, with the participation of state tax agencies and the petroleum industry, is offering the Motor Fuel Tax **Basic Level** Training course for 2010. The basic level course will be held August 1-5, 2010 in Portsmouth, Virginia at the Renaissance Waterfront Conference Center.

Instructors will be state employees with expertise in motor fuel audits and investigations. Representatives of the motor fuel industry will also make presentations to help the participants understand how the fuel distribution system operates with a terminal visit. All participants will receive a comprehensive training manual, reference materials, and a certificate of completion.

Basic Seminar

The basic seminar is designed for new, mid-level state, federal and industry employees along with investigators with limited experience in motor fuel taxes. The four-point objective of the three-day course is as follows:

- Provide participants an overview of the motor fuel industry practices with an understanding of the motor fuel distribution chain.
- Provide participants a detailed view of motor fuel taxation at all points in the distribution chain, the movement of fuel through the chain, and source documents to consider in a compliance audit.
- Provide participants an understanding of the opportunities for motor fuel tax fraud at the different distribution points in the chain and the schemes used by fraudsters to commit the fraud.

- Provide participants with tips on available resources for training and help (FHWA, Fed/State Task Forces, and FTA MFTS Uniformity) on proven methods to identify and document fraudulent activities, then how and when to involve investigators.

A preliminary program of the basic training seminar is attached.

Registration

The registration fee of \$495.00 per registrant will cover the expenses of the instructors and miscellaneous 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 seminar registration is July 15, 2010.**

Hotel Registration

The rate at the Renaissance Waterfront Conference Center is \$96 single/double plus 13% tax per night. Make your reservations directly with the hotel by calling (888) 839-1775 or (757) 673-3000. Make certain to inform them that you will be attending the “**Federation of Tax Administrators**” to receive the special rate. Please note that the **cut-off date for the hotel reservation is July 1, 2010.** The hotel’s address is 425 Water Street, Portsmouth, Virginia 23704.

Transportation

Transportation to the hotel from the airport is provided by shuttle service or cab for approximately \$40.00 one way. If driving or renting a car, the parking rate at the hotel is \$10 for self-parking and \$18 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,

Jim Eads
Executive Director

Enclosures: as stated

WEDNESDAY
August 4, 2010

7:00am – 8:30am	Morning Refreshments
8:30am – 11:30am	Administration and Compliance (Con't) Discovery of Evasion Schemes/Indicators of Evasion Dyed Fuel Cross Border movements Blending Alternative Fuels Auditing the Basics
11:30am – 1:00pm	Lunch (<i>on your own</i>)
1:00pm – 5:00pm	Auditing the Basics (con't) Collection Tools – Bonds and etc. Role of Auditor/Investigator Civil Audits/Criminal Investigations Interview Techniques Testifying

Thursday
August 5, 2010

7:00am – 8:30am	Morning Refreshments
8:30am – 11:30am	Emerging Fuel Taxation Issues Alternative Taxation methods Exotic Fuels

Registration Form
FTA Motor Fuel Tax Basic Training Course
August 1-5, 2010
Portsmouth, Virginia

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 July 26, 2010 to receive a refund of the registration fee minus a \$50 processing fee. **NO** refunds can be given after July 27, 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 _____

<p>Course Registration Deadline is July 15, 2010 Please make checks payable to: Federation of Tax Administrators. Note payment is for Motor Fuel Basic Training 2010 Federal ID # is 36-2327263</p> <p>Fax (202) 624-7888 or mail this form to: Federation of Tax Administrators 444 N. Capitol Street, NW; Suite 348 Washington, DC 20001</p>
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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