



# FTA bulletin

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

B-28/07  
November 21, 2007  
CORRECTED [1/17/2008]

## **Safeguard Workshop March 31 - April 2, 2008, St. Louis**

## **Computer Security Workshop April 2-3, 2008, St. Louis**

### **To State Tax Administrators:**

FTA is partnering with the IRS to hold a two related workshops the first week in April in St. Louis. The first workshop will be on general Safeguarding issues, particularly addressing updates to the requirements listed in the IRS Pub. 1075, while the second will focus on Computer Security for protecting federal tax return information.

The two workshops will run back-to-back for the convenience of those attendees who wish to participate in both.

The meetings are designed for state disclosure officers, information technology staff and others responsible for the use and safeguarding of federal tax return information. A draft agenda will be released by the end of January. Presentations will primarily be made by the IRS staff from Mission Assurance, which has responsibility for all safeguard reviews and all other matters relating to the physical and computer and security of IRS data. We are also planning some presentations by state tax personnel who will discuss their experiences and lessons learned.

### **Program**

The Safeguarding Workshop will begin with registration on Monday morning; the sessions will begin at approximately 12:30 p.m. on Monday, March 31, and will end at approximately noon on Wednesday, April 2. There will be a get-together reception on Monday evening.

The Computer Security workshop will begin with registration on Wednesday morning, April 2. Training will begin at approximately 12:30 p.m. on Wednesday; it will end at 5 p.m. on Thursday. This workshop will enjoy a get-together reception on Wednesday evening.

Please note there will be a side meeting of the Security Subcommittee of the FTA Tactical Advisory Group (TAG) on Friday April 4 from 8:30 a.m. until noon. Non-members are welcome to attend this meeting.

## Logistics

A block of rooms has been set aside for the nights of March 30 (limited rooms available), March 31, April 1, April 2 and April 3 at the Sheraton St. Louis City Center. You should make your reservations directly with the hotel by calling at 314-231-5007 or 1-888-627-8096. **(Note: IRS personnel who will be attending either meeting, whether as presenters or attendees, will reserve their rooms as a group; you should confirm your need for a room with Sammi.Shultz@irs.gov.)**

The rate is \$129 for a single or double plus tax, which currently is 14.991 percent. Ask for the Federation of Tax Administrators' room block when making your reservations. **The deadline for hotel reservations is March 9, and we strongly urge you to make reservations before the deadline.** Our meeting occurs during the opening week of baseball season and downtown housing outside of the room block may be tight.

## Registration

The meeting registration fee of \$320 **for each workshop** includes a light reception for each workshop, one luncheon for each workshop and a continental breakfast each morning. A registration form is attached for each workshop; if you will be attending both workshops, please register for each separately.

Online registration is available for Safeguards at:  
<http://www.taxadmin.org/ss/>

and for Computer Security at  
<http://www.taxadmin.org/cs/>

The registration deadline is March 14. Individuals who register on-site and have not previously notified FTA of the intent to attend will be charged an additional \$35.

Thank you for your continued support. Please feel free to contact me if you have questions or comments.

Harley Duncan  
Executive Director

Attachments: as stated

**Registration Form 1**

*Registration Requested by March 14*

*Fax completed form to 202-624-7888, or fill out form online at*

*http://www.taxadmin.org/ss/*

**FTA Safeguarding Workshop**

**Sheraton City Center • St. Louis, Missouri**

**March 31-April 2, 2008**

**Please note you will need to complete two registration forms  
if you are attending both workshops, and payment will be due for each workshop**

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Your address (note if you want billing sent to a different address)

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**REGISTRATION FEE: \$320 [Covers a reception on Monday, breakfast on Tuesday and Wednesday and a luncheon on Tuesday]**

\_\_\_ Payment will be made at the meeting, is being vouchered, or should be invoiced after the meeting.

\_\_\_ Payment is enclosed

\_\_\_ Check Please make check payable to: Federation of Tax Administrators and note that payment is for the Safeguard Workshop

\_\_\_ VISA

\_\_\_ MasterCard

\_\_\_ American Express

Name as it appears on card \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Our Federal ID # is: 36-2327263  
**Fax to 202-624-7888**  
**Questions? Call 202-624-8443**  
Federation of Tax Administrators  
444 N. Capitol St. NW; Suite 348  
Washington, DC 20001

## Registration Form 2

Registration Requested by March 14  
Fax completed form to 202-624-7888, or fill out form online at  
<http://www.taxadmin.org/cs/>

### FTA Computer Security Workshop Sheraton City Center • St. Louis, Missouri April 2-3, 2008

**Please note you will need to complete two registration forms  
if you are attending both workshops, and payment will be due for each workshop**

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Your address (note if you want billing sent to a different address)

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**I plan to attend the Friday meeting of the TAG Security Subcommittee [there is no charge for this side meeting]**

Yes

No

**REGISTRATION FEE: \$320 [Covers breakfast on Wednesday and Thursday, a light reception on Wednesday and a luncheon on Thursday]**

Payment at the meeting, being vouchered or to be invoiced after the meeting.

Payment is enclosed

Check Make check payable to: Federation of Tax Administrators and  
note that payment is for the Computer Security Workshop

VISA

MasterCard

American Express

Name as it appears on card \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

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