



FTA bulletin

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

B-11/04
April 2, 2004

FTA MOTOR FUEL TAX *ADVANCED LEVEL* TRAINING COURSE
Salt Lake City Center Marriott Hotel, Salt Lake City, Utah
August 22-26, 2004

To State Tax Administrators:

SUMMARY

FTA and the state of Utah, with the participation of state tax agencies and the petroleum industry, are offering the Motor Fuel Tax *Advanced Level* Training course August 22-26, 2004, at the Salt Lake City Center Marriott Hotel in Salt Lake City, Utah. This bulletin includes the preliminary program and provides training course and hotel registration information. Please note that the **cut-off date for making both hotel reservations and training course registration is July 22, 2004**

FTA and the state of Utah, with the participation of state tax agencies and the petroleum industry, are offering the Motor Fuel Tax *Advanced Level* Training course August 22-26, 2004, at the Salt Lake City Center Marriott Hotel in Salt Lake City, Utah. This bulletin includes the preliminary program and provides training course and hotel registration information.

Requirements to Attend the Course

Participants must have basic knowledge of the motor fuel industry and experience working with motor fuel tax records and returns. Participants **cannot** be new to the motor fuel tax area. **A calculator and pencils are required for this course.**

Advanced Training Course

The advanced course is designed for experienced motor fuel administrators, auditors, investigators and employees of state and federal governments 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 taxpayers' 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 taxes 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 \$485.00 per registrant will cover the costs of instructors, coffee breaks, and other expenses. States receiving federal funds, as participants in regional motor fuel tax enforcement task forces, may use those funds to pay travel expenses and registration fees for their employees. After completion of the attached registration form, please fax (202-624-7888) or mail it with your check made payable to Federation of Tax Administrators, to the address below:

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

The deadline for submitting registrations for this course is July 22, 2004.

Hotel Reservation

The rate at the Salt Lake City Center Marriott Hotel is \$80 single/double plus 11.20% tax per night. Make your reservations directly with the hotel by calling (866) 961-8700. Make certain to inform the clerk that you will be attending the **Federation of Tax Administrators Training Course** to receive the special rate. Please note that the **cut-off date for making hotel reservations is July 22, 2004**. The hotel's address is 220 South State Street, Salt Lake City, UT 84111.

Transportation

Express Shuttle service is outside of baggage claim and the cost is approximately \$6.00 per person. For reservations call 1-800-397-0773. If driving or renting a car, the parking rate at the hotel is \$10 for self-parking and \$12 for valet parking per day.

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

Sincerely,

Harley T. Duncan
Executive Director

Enclosures: as stated

FTA MOTOR FUEL TAX *ADVANCED* TRAINING
Salt Lake City, Utah
August 22-26, 2004

PRELIMINARY PROGRAM

SUNDAY
August 22, 2004

4:00 p.m. – 6:00 p.m. Registration

MONDAY
August 23, 2004

7:30 a.m. – 8:30 a.m. Morning Refreshments

8:30 a.m. – Noon Introduction and Welcome
Cindy Anders-Robb, Federation of Tax Administrators

Instructors:

Peter Steffens, Florida Dept. of Revenue
Carol Player, South Carolina Dept. of Revenue
Bob Bray, Ohio Dept. of Revenue
Cindy Anders-Robb, Federation of Tax Administrators

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

Noon – 1:30 p.m. Lunch (*on your own*)

1:30 p.m. – 5:00 p.m.

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

TUESDAY
August 24, 2004

7:30 a.m. – 8:30 a.m. Morning Refreshments

8:30 a.m. – Noon

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

Noon – 1:30 p.m. Lunch (*on your own*)

1:30 p.m. – 5:00 p.m.

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

<p style="text-align: center;">WEDNESDAY August 25, 2004</p>
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7:30 a.m. – 8:30 a.m. Morning Refreshments

8:30 a.m. – 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 – 1:30 p.m. Lunch (*on your own*)

1:30 p.m. – 5:00 p.m.

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

<p style="text-align: center;">THURSDAY August 26, 2004</p>

7:30 a.m. – 8:30 p.m. Morning Refreshments

8:30 a.m. – Noon

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

Noon – 1:30 p.m. Lunch (*on your own*)

1:30 p.m. – 5:00 p.m.

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
August 22-26, 2004
Salt Lake City, Utah**

Name _____

Title _____

Agency/Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-mail _____

REGISTRATION FEE: \$485

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 _____

Training Registration Deadline is July 22, 2004
Please make checks payable to: **Federation of Tax Administrators.**
Note payment is for **Motor Fuel Advanced Training, UT**
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