



# FTA bulletin

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

B-21/05  
April 28, 2005

## FTA MOTOR FUEL TAX *ExTOLE* WORKSHOPS

Harrisburg, Pennsylvania

*Workshop 1: August 29–30, 2005*

*Workshop 2: August 31–September 1, 2005*

To State Tax Administrators:

### SUMMARY

FTA, in cooperation with the state of Pennsylvania, is offering **two** ExTOLE Workshops during 2005. The ExTOLE Workshops will be held August 29–30, 2005, and August 31–September 1, 2005, at the Pennsylvania Training Facility in Harrisburg, Pennsylvania, next door to the Hilton Harrisburg. **Thirty** participants per workshop is the ideal size.

This bulletin includes the preliminary program and provides workshop and hotel registration information. Please note that the **cut-off date for making both hotel reservations and workshop registration is July 28, 2005. This workshop is for Government employees only.**

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The workshops will be participatory and intended to help each state develop ways to utilize ExTOLE data for tax compliance purposes in its unique situation, whether the state's tax is imposed at, or below, the terminal rack.

**A PASSWORD INTO THE EXTROLE SYSTEM IS NOT REQUIRED BUT WOULD BE HELPFUL.**

### Workshop Location

The workshops will be conducted at the Pennsylvania Training Facility located next door to the Hilton Harrisburg.

### Workshop Schedule

The workshops will be identical and each will last **two** days. The **FIRST** workshop will begin at 8:30 a.m. on Monday, August 29 and last until 5:00 p.m. on Tuesday, August 30. The **SECOND** workshop of the week will begin at 8:30 a.m. on Wednesday, August 31 and last until 5:00 p.m. on Thursday, September 1. Make sure that you schedule your flights so you will be able to stay until 5 p.m. A preliminary program of the ExTOLE Workshop is attached.

**Workshop Registration**

The registration fee of **\$300.00 per registrant** will cover the expenses of the instructors and manual. 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. Please indicate on the registration form which workshop you plan to attend. 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:

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

**The deadline for submitting workshop registration is *July 28, 2005*.** For registration enquiries, please call (202) 624-5892 or (202) 624-8441.

**Hotel Registration**

The rate at the Hilton Harrisburg is \$81 single/double plus 9% tax per night. Make your reservations directly with the hotel by calling (800) 445-8667 or (717) 233-6000. Make certain to inform the clerk that you will be attending the “**Federation of Tax Administrators ExTOLE Workshop**” to receive the special rate. Please note that the **cut-off date for making hotel reservations is *July 28, 2005***. The hotel’s address is One North Second Street, Harrisburg, PA 17101.

**Transportation**

The Hilton provides a courtesy bus from the airport. If driving or renting a car, the parking rate at the hotel is \$6.00 - \$8.00 per day, and \$18 per day for valet parking.

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](mailto:cindy.anders-robb@taxadmin.org)

Sincerely,

Harley T. Duncan  
Executive Director

Enclosures: as stated

**FTA MOTOR FUEL TAX *ExTOLE* WORKSHOPS**  
**Pennsylvania Training Facility, Harrisburg, PA**  
*Workshop 1: August 29-30, 2005; Workshop 2: August 31-Sept. 1, 2005*

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| <p><b><i>WORKSHOP 1: MONDAY, AUGUST 29, 2005</i></b><br/> <b><i>WORKSHOP 2: WEDNESDAY, AUGUST 31, 2005</i></b></p> |
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|------------------------|---|
| 8:00 a.m. – 8:30 a.m.  | Registration (Pennsylvania Training Facility)   |
| 8:30 a.m. – 9:00 a.m.  | Introduction and Welcome  |
| 9:00 a.m. – 11:30 a.m. | <p><b>ExTOLE</b><br/>           What It Is and What It Is Not. Why Should My State Use ExTOLE?<br/>           Getting Started<br/>           ExTOLE Web Pages<br/>           Table and Function Access Levels<br/>           Security and Privacy<br/>           Assistance and Problem Reporting</p> |
| 11:30 a.m. – 1:00 p.m. | Lunch ( <i>on your own</i> )  |
| 1:00 p.m. – 5:00 p.m.  | <p><b>ExTOLE (cont.)</b><br/>           Accessing the Application<br/>               ExTOLE Login<br/>               Query Forms<br/>               Record Lists</p>  |

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| <p><b><i>WORKSHOP 1: TUESDAY, AUGUST 30, 2005</i></b><br/> <b><i>WORKSHOP 2: THURSDAY, SEPTEMBER 1, 2005</i></b></p> |
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|------------------------|---|
| 8:30 a.m. – 11:30 a.m. | <p><b>ExTOLE Modules</b><br/>           Contact List<br/>           Record Update History<br/>           Licensee Module<br/>               License Module<br/>               Associate Module<br/>           Diversion Module<br/>           Truck Sighting Module<br/>           Retail/Bulk/Consumer Module</p> <p><b>Disclosure Authorization</b></p> |
| 11:30 a.m. – 1:00 p.m. | Lunch ( <i>on your own</i> )  |
| 1:00 p.m. – 5:00 p.m.  | <p>File Transfers (Non-Flat File)<br/>           File Layout Requirements (Flat File)<br/>           Hands-on Work With Data<br/>           Questions and Answers<br/>           Licensing and Bonding<br/>           Comparing Federal Taxation</p>  |

**Registration Form**

**FTA MOTOR FUEL TAX *ExTOLE* WORKSHOPS**  
**Pennsylvania Training Facility, Harrisburg, Pennsylvania**  
***Workshop 1: August 29-30, 2005; Workshop 2: August 31-September 1, 2005***

***(Government Employees Only)***

Name \_\_\_\_\_

Title \_\_\_\_\_

Agency/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**REGISTRATION FEE FOR EACH WORKSHOP: \$300**

*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.*

**Please check the Workshop date you will be attending:**

\_\_\_\_ **August 29-30**

\_\_\_\_ **August 31-September 1**

**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 \_\_\_\_\_

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| <p><b><i>ExTOLE Workshop Registration Deadline is July 28, 2005</i></b></p> <p>Please make checks payable to: <b>Federation of Tax Administrators.</b></p> <p>Note payment is for <b>ExTOLE Workshop, PA</b></p> <p>Federal ID # is: 36-2327263</p> <p><b>Fax (202-624-7888) or mail this form to:</b></p> <p>Federation of Tax Administrators<br/>444 N. Capitol Street, NW; Suite 348<br/>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](mailto:cindy.anders-robb@taxadmin.org)