



# FTA bulletin

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

**B-09-08**  
**February 19, 2008**

## **FTA MOTOR FUEL TAX ENFORCEMENT TRAINING COURSE**

*August 24-28, 2008*

*Glendale, Arizona*

### **ADVANCED COURSE**

**To State Tax Administrators:**

#### **SUMMARY**

FTA, with the participation of state tax agencies and the petroleum industry, is offering the Motor Fuel Tax **Advanced Level** Training course for 2008. The advanced level course is August 24-28, 2008. This bulletin provides training and hotel registration information. Please note the **cut-off date for the hotel reservation and registration is July 23, 2008.**

FTA, with the participation of state tax agencies and the petroleum industry, is offering the Motor Fuel Tax **Advanced Level** Training course for 2008. The advanced level course will be held August 24-28, 2008 in Glendale, Arizona at the Renaissance Phoenix Glendale Hotel.

#### **Requirement 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, 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 July 23, 2008.**

### **Hotel Registration**

The rate at the Renaissance is \$99 single/double plus 12.7% tax + \$1.00 city surcharge per night. Make your reservations directly with the hotel by calling (800) 228-9290 or (623) 937-3700. 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 23, 2008**. The hotel’s address is 9495 W Coyotes Boulevard, Glendale, Arizona 85305.

### **Transportation**

Transportation to the hotel from the airport is provided a shuttle service at a cost of \$23.00 (one way), or a cab. If driving or renting a car, the parking rate at the hotel is \$11.00 for self-parking and \$15 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](mailto:cindy.anders-robb@taxadmin.org)

Sincerely,

Harley T. Duncan  
Executive Director

Enclosures: as stated

**FTA**  
**ADVANCED MOTOR FUEL TAX TRAINING**  
**Glendale, Arizona**  
**August 24-28, 2008**

<b>SUNDAY</b> <b>August 24, 2008</b>
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4:00pm – 6:00pm                      Registration

<b>MONDAY</b> <b>August 25, 2008</b>
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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.

<b>TUESDAY</b> <b>August 26, 2008</b>
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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 27, 2008**

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 28, 2008**

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 24-28, 2008**  
**Glendale, Arizona**

Name \_\_\_\_\_

Title \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

**REGISTRATION FEE: \$495**

*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 \_\_\_\_\_

<p><b>Course Registration Deadline is July 23, 2008</b></p> <p>Please make checks payable to: <b>Federation of Tax Administrators.</b></p> <p>Note payment is for <b>Motor Fuel Advanced Training 2008</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 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](mailto:cindy.anders-robb@taxadmin.org)