



FTA bulletin

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

B-11/08
February 19, 2008

FTA MOTOR FUEL TAX ENFORCEMENT TRAINING COURSE

August 10-13, 2008
Portsmouth, Virginia

INVESTIGATION COURSE

To State Tax Administrators:

SUMMARY

FTA, with the participation of state tax agencies, is offering a Motor Fuel Tax **Investigation** Training Course for 2008. The course is August 10-13, 2008 in Portsmouth, Virginia. **This course is for Government employees only.**

This bulletin provides training and hotel registration information. Please note the **cut-off date for the hotel reservation and registration is July 10, 2008.**

FTA, with the participation of state tax agencies is offering a Motor Fuel Tax Investigation Course for 2008. The investigation level course will be held August 10-13, 2008 in Portsmouth, Virginia at the Renaissance Portsmouth Hotel.

Requirement to Attend the Course

Participants must have basic knowledge of tax investigations and work for a government agency.

Motor Fuel Investigation Training Course

The course is designed for experienced tax investigators. Instructors will be state employees with expertise in motor fuel investigations. The training course is structured as follows:

- Participants will examine the role of an auditor and an investigator to understand each role in the investigation process.
- Participants will analyze the various fuel tax evasions schemes to understand the opportunities for motor fuel tax fraud.
- Participants will learn how to discover fuel tax evasion by observation, informants, data base matching.
- Participants will analyze techniques for investigation in surveillance, computer records, interview and the three P's of investigating fuel tax evasion schemes.
- Participants will review case preparation in case management, education of the prosecution, chain of evidence, report writing and how to be a good witness.

- Participants will learn about forfeiture, how to seize fuel property and disposing of the property in the truck or service stations.

All participants will receive a training manual, reference materials, and a certificate of completion. A preliminary program of the investigation training is attached.

The course fee of \$495.00 per registrant will cover the costs of training materials, 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 10, 2008.**

Hotel Registration

The rate at the Renaissance Portsmouth is \$94 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 the clerk that you will be attending the **“Federation of Tax Administrators Investigation Class”** to receive the special rate. Please note that the **cut-off date for the hotel reservation is July 10, 2008**. 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,

Harley T. Duncan
Executive Director

Enclosures: as stated

FTA
INVESTIGATION MOTOR FUEL TAX TRAINING
August 10-13, 2008
Portsmouth, Virginia

SUNDAY August 10, 2008

4:00pm – 6:00pm Registration

MONDAY August 11, 2008

7:00am – 8:30am **Morning Refreshments**

8:30am – Noon **Introduction and Welcome**

Overview of Fuel Tax
Point of Taxation

Noon – 1:30pm **Lunch** (*on your own*)

1:30pm – 5:00pm **Terminal Visit**

TUESDAY August 12, 2008
--

7:00am – 8:00am **Morning Refreshments**

8:00am – Noon **Role of Auditor/Investigator**
Fuel Tax Evasion Schemes
Fed/State Updates
Uniformity Updates

Noon – 1:30pm **Lunch** (*on your own*)

1:30pm – 5:00pm **Discovery of Fuel Tax Evasion**
Techniques for Investigation

WEDNESDAY August 13, 2008
--

7:00am – 8:00am **Morning Refreshments**

8:00am – Noon **Techniques for Investigation (con't)**
Forfeitures

**Interview
Case Preparation**

Noon – 1:30pm

Lunch (*on your own*)

1:30pm – 5:00pm

**Case Examples
State Round Table of current issues**

Registration Form
FTA Motor Fuel Tax Investigation Training Course
August 10-13, 2008
Portsmouth, Virginia

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>Course Registration Deadline is July 10, 2008 Please make checks payable to: Federation of Tax Administrators. Note payment is for Motor Fuel Investigation Training 2008 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>
--

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