



FTA bulletin

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

B-13/09
July 24, 2009

FTA MOTOR FUEL TAX ENFORCEMENT TRAINING COURSE *October 18-22, 2009 - Raleigh, North Carolina*

ADVANCED COURSE

To State Tax Administrators:

SUMMARY

FTA, with the participation of state tax agencies is offering the Motor Fuel Tax **Advanced Level** Training course for 2009. The advanced level course is October 18-22, 2009. This bulletin provides training and hotel registration information. Please note the **cut-off date for the hotel reservation is September 24, 2009.**

FTA, with the participation of state tax agencies is offering the Motor Fuel Tax **Advanced Level** Training course for 2009. The advanced level course will be held October 18-22, 2009 in Raleigh, North Carolina.

Requirement to Attend the Course

Participants should have basic knowledge of the motor fuel industry and experience working with motor fuel tax records and returns. It is **mandatory attendance** through 4:00pm Thursday, October 22, 2009 in order to receive a **certificate of completion since this course is progressive.**

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 October 9, 2009.**

Hotel Registration

The rate at the Marriott Raleigh Crabtree Valley is \$92.00 single/double plus 12.75% tax per night. Make your reservations directly with the hotel by calling (800) 228-9290 or (919) 781-7000. 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 September 24, 2009**. The hotel’s address is 4500 Marriott Drive, Raleigh, North Carolina 27612.

Transportation

The Marriott provides a complimentary shuttle to/from the airport.

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

Sincerely,

James Eads
Executive Director

Enclosures: as stated

FTA
ADVANCED MOTOR FUEL TAX TRAINING
Raleigh, North Carolina
October 18-22, 2009

SUNDAY October 18, 2009
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4:00pm – 6:00pm Registration

MONDAY October 19, 2009
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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.

TUESDAY October 20, 2009

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
October 21, 2009

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
October 22, 2009

7:00am – 8:30am 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
October 18-22, 2009
Raleigh, North Carolina

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 _____ American Express

Name as it appears on card _____

Account Number _____ Expiration Date _____

Signature _____

<p align="center">Course Registration Deadline is October 9, 2009. Please make checks payable to: Federation of Tax Administrators. Note payment is for Motor Fuel Advanced Training 2009 Federal ID # is 36-2327263</p> <p align="center">Fax (202) 624-7888 or mail this form to: 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