



FTA bulletin

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

B-16/09
October 15, 2009

**FTA ADVANCED MOTOR FUEL TAX FRAUD
AND INVESTIGATION TRAINING COURSE
January 24-28, 2010 - Austin, Texas**

To State Tax Administrators:

SUMMARY

FTA, with the participation of state tax agencies and the FHWA, is offering a Motor Fuel Tax Advanced Investigation Training Course for 2010. The course is January 24-28, 2010 in Austin, Texas. **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 January 2, 2010.**

FTA, with the participation of state tax agencies and the FHWA is offering a Motor Fuel Tax Advanced Investigation Course for 2010. This Advanced Motor Fuel Tax Fraud and Investigation Training course will be held January 24-28, 2010 in Austin, Texas at the Marriott Austin North at Round Rock.

Requirement to Attend the Course

Participants must have working knowledge of tax investigations and work for a government agency. It is recommended but not required that all participants have taken the FTA Motor Fuel Tax Basic Investigation Class before this class.

Motor Fuel Investigation Training Course

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

- Participants will actively participate in surveillance techniques.
- Participants will actively participate in interviewing techniques.
- Participants will conduct a search warrant.
- Participants will participate in documentation and report writing.
- Participants will observe a mini trial regarding the facts of a case.

All participants will receive a training manual and reference materials. Since this is a hands-on type of training course, it is **limited to 40 students** with **mandatory attendance** through 1:00pm Thursday, January 28, 2010 in order to receive a **certificate of completion**. Make your flight arrangements accordingly. 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 January 15, 2010.**

Hotel Registration

The rate at the Marriott Austin North at Round Rock is \$119 single/double plus 13% tax per night. Make your reservations directly with the hotel by calling (800) 865-0546 or (512) 733-6767. Make certain to inform the clerk that you will be attending the “**Federation of Tax Administrators Advanced Investigation Class**” to receive the special rate. Please note that the **cut-off date for the hotel reservation is January 2, 2010.** The hotel’s address is 2600 La Frontera Boulevard, Round Rock, Texas 78681.

Dress

The dress for the course is business casual.

Transportation

Super Shuttle provides transportation to the hotel for approximately \$50 one way. If driving or renting a car, the parking at the hotel is complimentary.

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

Sincerely,

Jim Eads
Executive Director

Enclosures: as stated

Registration Form

FTA Motor Fuel Tax **ADVANCED INVESTIGATION** Training Course
January 24-28, 2010
Austin, Texas

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 \$75 penalty if not made prior to seven days of the training.

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 _____

Course Registration Deadline is January 15, 2010
Please make checks payable to: **Federation of Tax Administrators.**
Note payment is for **Motor Fuel Advanced Investigation Austin**
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

FTA
INVESTIGATION MOTOR FUEL TAX TRAINING
January 24-28, 2010
Austin, Texas

SUNDAY
January 24, 2010

4:00pm – 6:00pm **Registration**

MONDAY
January 25, 2010

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

8:30am – 9:00am **Introduction and Welcome**

9:00am – Noon **Overview of Fuel Tax**
Review of the Referral

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

1:30pm – 5:00pm **Case Investigation Begins**
Setup for Surveillance
Surveillance
Debriefing of Surveillance

TUESDAY
January 26, 2010

8:30am – Noon **Setup for Interviews**
Interviews
Debriefing of Interviews

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

1:30pm – 5:00pm **Search Warrant Preparation**
Search Warrant
Search Warrant Debriefing

WEDNESDAY
January 27, 2010

8:30am – Noon **Analyze Records**

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

1:30pm – 5:00pm **Analyze Records**
Report Writing

THURSDAY
January 28, 2010

8:30am – 1:00pm **Case Preparation**
Trial
Wrap-up