



FTA bulletin

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

B-10-07
March 28, 2007

FTA MOTOR FUEL TAX ENFORCEMENT TRAINING COURSE

August 26-30, 2007

St. Louis, Missouri

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 2007. The advanced level course is August 26-30, 2007. This bulletin provides training and hotel registration information. Please note the **cut-off date for the hotel reservation and registration is July 26, 2007.**

FTA, with the participation of state tax agencies and the petroleum industry, is offering the Motor Fuel Tax **Advanced Level** Training course for 2007. The advanced level course will be held August 26-30, 2007 in St. Louis, Missouri at the Ritz-Carlton.

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 26, 2007.**

Hotel Registration

The rate at the Ritz-Carlton is \$101 single/double plus 12% tax per night. Make your reservations directly with the hotel by calling (800) 241-3333 or (314) 863-6300. 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 26, 2007**. The hotel’s address is 100 Carondelet Plaza, St. Louis, Missouri 63105.

Transportation

Transportation to the hotel is by shuttle or cab. Shuttle is approximately \$25.00 round trip and the cab is approximately \$25.00 one way.

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
ADVANCED MOTOR FUEL TAX TRAINING
St. Louis, Missouri
August 25-30, 2007

SUNDAY August 26, 2007

4:00pm – 6:00pm	Registration
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MONDAY August 27, 2007

7:00am – 8:30am	Morning Refreshments
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8:30am – Noon	Introduction and Welcome
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Participants will be introduced to interviewing techniques and provided with information required to document findings and evaluate possible criminal activity.

Noon – 1:30pm	Lunch (<i>on you own</i>)
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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.
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TUESDAY August 28, 2007
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7:00am – 8:30am	Morning Refreshment
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8:30am – Noon	Continuation from the morning session working with taxpayer's sales records preparing monthly state tax returns.
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Noon – 1:30pm	Lunch (<i>on your own</i>)
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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.
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WEDNESDAY August 29, 2007
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7:00am – 8:30am	Morning Refreshment
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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 (<i>on your own</i>)
1:30pm – 5:00pm	Continuation of tracking fuel transactions through the motor fuel distribution chain.

THURSDAY August 30, 2007

7:00am – 8:30pm	Morning Refreshment
8:30 – Noon	Continuation of tracking fuel transactions through the motor fuel distribution chain.
Noon – 1:30pm	Lunch (<i>lunch on your own</i>)
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 26-30, 2007
St. Louis, Missouri

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 _____

Course Registration Deadline is July 26, 2007.

Please make checks payable to: **Federation of Tax Administrators.**

Note payment is for **Motor Fuel Advanced Training, St. Louis, MO**

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