



FTA bulletin

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

B-21/07
September 21, 2007

FTA MOTOR FUEL TAX ADVANCED INVESTIGATION TRAINING COURSE

January 28-31, 2008
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 2008. The course is January 27-31, 2008 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 5, 2008.**

FTA, with the participation of state tax agencies and the FHWA is offering a Motor Fuel Tax Advanced Investigation Course for 2008. The investigation level course will be held January 27-31, 2008 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 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. Instructors will be state employees with expertise in motor fuel investigations. 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 31, 2008** 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 North 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 5, 2008.**

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 5, 2008**. 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 \$25 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,

Harley T. Duncan
Executive Director

Enclosures: as stated

FTA
INVESTIGATION MOTOR FUEL TAX TRAINING
January 27-31, 2008
Austin, Texas

SUNDAY January 27, 2008
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4:00pm – 6:00pm **Registration**

MONDAY January 28, 2008
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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 29, 2008

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 30, 2008

8:30am – Noon **Analyze Records**

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

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

THURSDAY
January 31, 2008

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

Registration Form

FTA Motor Fuel Tax **ADVANCED INVESTIGATION** Training Course
January 27-31, 2008
Austin, Texas

Name: _____

Title: _____

Agency/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

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 AmExpress

Name as it appears on card: _____

Account Number: _____ Exp Date: _____

Signature: _____

Course Registration Deadline is January 5, 2008

Please make checks payable to: Federation of Tax Administrators.

Note payment is for Motor Fuel Advanced Investigation Austin, TX

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