



# FTA bulletin

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

**B-24/08**  
**September 4, 2008**

## ***ADVANCED MOTOR FUEL TAX FRAUD AND INVESTIGATION TRAINING COURSE***

**January 25-29, 2009**  
**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 2009. The course is January 25-29, 2009 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, 2009.**

FTA, with the participation of state tax agencies and the FHwA is offering a Motor Fuel Tax Advanced Investigation Course for 2009. This Advanced Motor Fuel Tax Fraud and Investigation Training course will be held January 25-29, 2009 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 4:00pm Thursday, January 29, 2009 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 \$545.00 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 5, 2009.**

**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, 2009.** 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 \$45 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](mailto:cindy.anders-robb@taxadmin.org)

Sincerely,

Jim Eads  
Executive Director

Enclosures: as stated

# Registration Form

FTA Motor Fuel Tax **ADVANCED INVESTIGATION** Training Course  
January 25-29, 2009  
Austin, Texas

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## REGISTRATION FEE: \$545

**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: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Course Registration Deadline is January 5, 2009**

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

**Registration Contact: Darrell Reeves at 202-624-5892**

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](mailto:cindy.anders-robb@taxadmin.org)

**FTA**  
**INVESTIGATION MOTOR FUEL TAX TRAINING**  
**January 25-29, 2009**  
**Austin, Texas**

<b>SUNDAY</b> <b>January 25, 2009</b>
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4:00pm – 6:00pm	<b>Registration</b>
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<b>MONDAY</b> <b>January 26, 2009</b>
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7:30am – 8:30am	<b>Morning Refreshments</b>
8:30am – 9:00am	<b>Introduction and Welcome</b>
9:00am – Noon	<b>Overview of Fuel Tax</b> <b>Review of the Referral</b>
Noon – 1:30pm	<b>Lunch</b> ( <i>on your own</i> )
1:30pm – 5:00pm	<b>Case Investigation Begins</b> <b>Setup for Surveillance</b> <b>Surveillance</b> <b>Debriefing of Surveillance</b>

<b>TUESDAY</b> <b>January 27, 2009</b>
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8:30am – Noon	<b>Setup for Interviews</b> <b>Interviews</b> <b>Debriefing of Interviews</b>
Noon – 1:30pm	<b>Lunch</b> ( <i>on your own</i> )
1:30pm – 5:00pm	<b>Search Warrant Preparation</b> <b>Search Warrant</b> <b>Search Warrant Debriefing</b>

**WEDNESDAY**  
**January 28, 2009**

8:30am – Noon                      **Analyze Records**

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

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

**THURSDAY**  
**January 29, 2009**

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