



**SALES TAX  
INSTITUTE**

## BASICS OF SALES AND USE TAX

Designed for individuals with less than four years of sales-and-use-tax experience, this live, three-day lecture case study and group discussion will cover the tax's constitutional basis, leading cases, tax basis and administration (including collection and remittance procedures), audit defense and industry-specific information.

This course offers an in-depth treatment of the basic concepts, requires no advance preparation or prerequisites and qualifies for 23 CPE hours.

### WORKSHOP TOPICS

- Define relevant terms
- Review constitutional provisions and practical nexus applications
- Define tax base and identify possible exemptions and exclusions
- Discuss drop shipments
- Develop audit administration and planning techniques and identify protest steps
- Discuss current industry and audit issues
- Review administrative issues in sales tax function including registration, information gathering, taxability decisions, return filing and EDI/EFT
- Review your organization's sales and use tax function structuring options
- Identify tax research tools and methodology
- Discuss ethical issues

**CLASS PRICING:** \$995 for registrations received before registration deadline/\$1095 for registrations received after registration deadline

**REGISTRATION DEADLINE:** May 23, 2012  
**SUBSTITUTION/CANCELLATION DEADLINE\*:** June 6, 2012  
**FINAL PAYMENT DUE DATE:** June 13, 2012



**JUNE 20-22, 2012**  
**HARD ROCK HOTEL CHICAGO**  
230 N Michigan Ave • Chicago, IL 60601

**Room rate info:** \$199/night for King. \$239/night for Double Queen.

*The above noted group rates will be offered three days prior to and after the specific dates outlined based on guest room availability.*

**Deadline to guarantee reduced rate:** Wednesday, May 30, 2012 (provided group room block has not been filled). Thereafter (or if the room block is filled), rooms are subject to availability.

To make a reservation by phone, you may call the hotel directly at 312.345.1000. Be sure to specify that you would like the group rate for the **Sales Tax Institute (Block Code: STIG061911)** in order to receive the reduced rate.

**PLEASE REMEMBER TO BOOK YOUR HOTEL ROOM – WE WILL NOT BE MAKING YOUR RESERVATION FOR YOU.**

**"I REALLY APPRECIATED THE OPPORTUNITY TO LEARN FROM EXPERTS. I LOOK FORWARD TO FUTURE EVENTS AND LEARNING MORE FROM ALL OF YOU. I WAS REALLY IMPRESSED WITH THE ENTIRE FORMAT; YOU ARE ALL SUCH GREAT SPEAKERS/TEACHERS...IT MADE IT VERY EASY AND FUN TO LEARN. THE KNOWLEDGE YOU ALL POSSESS IS QUITE AMAZING!"**  
– CANDIE CONAT, ENVIRONMENTAL PROTECTION, INC.

#### \*CANCELLATION POLICY

*If for any reason the Sales Tax Institute cancels a scheduled course, its only liability to registered students is a refund of registration fees received. The Sales Tax Institute is not liable for any expenses incurred in relation to attendance of the course including non-refundable airfare. If a student cancels before the deadline, there is a \$50 charge. If cancelling after the deadline, there is no refund of registration fees. If substituting a course, there is no charge before deadline and a \$25 charge after deadline. For more information regarding administrative policies such as complaint and refund, please contact our offices at 312.701.1800.*