



**SALES TAX  
INSTITUTE™**

## BEST PRACTICES –TAX ADMINISTRATION

This new course focused on best practices will vary each year to address a new area in transaction tax. Each session will be a panel-focused discussion, with presenters representing business leaders known for employing best practices in their organization and consultants who are respected in the specific area. This series is ideal for tax department leaders looking to shape the practices within their own organization.

Participants should be at a management level in a tax department and have an understanding of transaction tax administration issues and processes. Five years (or equivalent) sales tax experience required. 15 CPE hours.

### WORKSHOP TOPICS

- Structure of the tax department
- Staffing and training
- Budget and funding of the department
- Segregation of duties
- Tax compliance
- Document management
- And other issues

**CLASS PRICING:** \$1700 for registrations received by June 30, 2012

\$1900 for registrations received from July 1, 2012 to August 29, 2012

\$1950 for registrations received after August 30, 2012

**SUBSTITUTION/CANCELLATION DEADLINE\*:** September 12, 2012

**FINAL PAYMENT DUE DATE:** September 19, 2012



SEPTEMBER 26-27, 2012  
SILVERADO RESORT AND SPA  
1600 Atlas Peak Road • Napa, CA 94558

**Room rate info:** \$169/night for King or Double Queen plus \$20/night resort fee.

*The above noted group rates will be offered three days prior to and after the specific dates outlined based on guest room availability. Please note that the room rate for Friday and Saturday is \$189/night for King or Double Queen plus \$20/night resort fee.*

**Deadline to guarantee reduced rate:** Monday, August 27, 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 at 800.532.0500. If making a reservation by phone, be sure to specify that you would like the group rate for the **Sales Tax Institute** in order to receive the reduced rate.

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

"EXCELLENT CLASS. ALWAYS UP-TO-DATE ON CURRENT SALES TAX LAWS. ALWAYS PROVIDES ANSWERS TO COMPANY SALES TAX PROBLEMS PRESENTED."

— LEN FABRY, FIRSTENERGY CORP.

#### \*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.