

**Institute for Professionals in Taxation
2002 Course I Sales & Use Tax School:
"Foundations of Sales and Use Tax"**



**FEBRUARY 24 - MARCH 1, 2002
INDIANA/PURDUE UNIVERSITY
INDIANAPOLIS, INDIANA
PRELIMINARY PROGRAM**

2002 IPT Sales and Use Tax School - Course I - Foundations of Sales and Use Tax

◆ SUNDAY, FEBRUARY 24 ◆

1:00 p.m. - 5:00 p.m. **Registration**

5:00 p.m. - 5:30 p.m. **BREAKOUT GROUPS ***

5:45 p.m. - 7:00 p.m. **GENERAL SESSION**

Economic Basis & Sales Tax Policy Considerations

- Why tax sales? Importance of the sales tax to state and local government finance.
- The key policy question - What belongs in the sales tax base? How do we decide?
- Is the sales tax fair?
- Should business purchases be taxed and, if so, which ones?
- Where is the sales tax headed? Taxing services, telecommunications, interstate activity, and not-for-profits.

7:00 p.m. - 8:30 p.m. **Orientation/Social Hour/Buffer**

◆ MONDAY, FEBRUARY 25 ◆

6:15 a.m. - 8:00 a.m. **Full Breakfast**

8:30 a.m. - 9:00 a.m. **Opening of School**

Welcome and Overview By:

Julia S. Bragg, CMI

President, Institute for Professionals in Taxation
International Paper Company
Memphis, Tennessee

Robert B. Atkinson, CMI, CPA

Chair, Course I
2002 Sales & Use Tax School Committee
Deloitte & Touche, LLP
Hinsdale, Illinois

◆ **MONDAY, FEBRUARY 25, Continued** ◆

9:00 a.m. - 12 Noon

GENERAL SESSION

Introduction To Sales & Use Taxes

- History and characteristics of tax
- Imposition and definitions
- Measuring tax
- Exemptions and exclusions
- Governmental administration of tax

12 Noon

Luncheon

1:00 p.m. - 2:00 p.m.

BREAKOUT GROUPS *

2:15 p.m. - 3:45 p.m.

GENERAL SESSION

Research Tools

- Types of research tools available (discuss various providers)
- How to do research
- Types of exclusions
- Exemptions states offer

4:00 p.m. - 5:00 p.m.

BREAKOUT GROUPS *

◆ **TUESDAY, FEBRUARY 26** ◆

6:15 a.m. - 8:00 a.m.

Full Breakfast

8:30 a.m. – 10:30 a.m.

GENERAL SESSION

Legal Introduction

- Defining and understanding "law"
- The hierarchy of laws
- Critical features of tax law
- Establishment of law
- Judicial system and decisions

10:45 a.m. – 11:30 a.m.

BREAKOUT GROUPS *

◆ **TUESDAY, FEBRUARY 26, Continued** ◆

11:45 a.m. – 12:30 p.m. **GENERAL SESSION**

Legal Conclusion

12:30 p.m. **Lunch**

1:30 p.m. - 2:45 p.m. **GENERAL SESSION**

Administration Of Sales And Use Taxes

- Registration,
- Information gathering and systems
- Certificate collection and management
- Return preparation
- Claims for refund

3:00 p.m. – 4:00 p.m. **GENERAL SESSION**

Preparing the Return

- Data Gathering and Verification
- Return Preparation and Filing
- Retention and Retrieval

4:15 p.m. - 5:00 p.m. **BREAKOUT GROUPS ***

- Homework Assignment

◆ **WEDNESDAY, FEBRUARY 27** ◆

6:00 a.m. - 8:15 a.m. **Full Breakfast**

8:30 a.m. - 9:30 a.m. **BREAKOUT GROUPS ***

- **Homework Review**

9:45 a.m. - 10:45 a.m. **GENERAL SESSION**

Introduction to the Taxation of Services

- Services you can count on - enumerated services
- Is enjoyment really an issue in taxation?
- True Object Test

◆ **WEDNESDAY, FEBRUARY 27, Continued** ◆

11:00 a.m. - 12:00 Noon **GENERAL SESSION**

Taxation of Electronic Commerce

12 Noon **Luncheon**

1:00 p.m. - 2:00 p.m. **GENERAL SESSION**

Overview: Manufacturing Industry

2:15 p.m. - 3:00 p.m. **GENERAL SESSION**

Overview: Construction Contracts

3:15 p.m. - 4:00 p.m. **GENERAL SESSION**

**Other Taxes for Which Sales Tax Personnel
May Carry Responsibility**

- Excise
- Fuel
- Escheat
- Hazardous Waste
- License Tax

4:00 p.m. - 5:00 p.m. **BREAKOUT GROUPS ***

◆ **THURSDAY, FEBRUARY 28** ◆

6:00 a.m. - 8:15 a.m. **Full Breakfast**

8:30 a.m. - 9:30 a.m. **GENERAL SESSION**

■ **Overview: Retailing Industry**

9:45 a.m. - 10:15 a.m. **GENERAL SESSION**

■ **Overview: Leasing Industry**

10:15 a.m. - 10:45 a.m. **GENERAL SESSION**

■ **Overview: Hospitality Industry**

◆ **THURSDAY, FEBRUARY 28, Continued** ◆

11:00 a.m. - 12:00 Noon **BREAKOUT GROUPS ***

12 Noon **Luncheon**

1:00 p.m. - 1:45 p.m. **GENERAL SESSION**

■ **Overview: Telecommunications Industry**

2:00 p.m. - 3:30 p.m. **GENERAL SESSION**

Audits

- Types of supporting documentation required
- Review of Accounts Payable
- Review of Accounts Receivable
- Billing Records
- Necessity of trial balances, G/L's, etc.
- Review of resale and exemption certificates

3:45 p.m. - 5:00 p.m. **BREAKOUT GROUPS ***

◆ **FRIDAY, MARCH 1** ◆

6:00 a.m. - 8:15 a.m. **Full Breakfast**

8:30 a.m. - 9:30 a.m. **GENERAL SESSION**

Ethics in Sales and Use Taxation

10:00 a.m. - 11:30 a.m. **FINAL EXAMINATION**

11:30 a.m. **SCHOOL CONCLUDES**



2002 SALES & USE TAX SCHOOL COMMITTEE PROGRAM CHAIR, VICE CHAIR

Chair:

Robert B. Atkinson, CMI, CPA
Director
Deloitte & Touche, LLP
Hinsdale, Illinois

Vice Chair:

Rolston A. Dyer, CMI
Manager, Sales & Use Tax Audits
The Coca-Cola Company
Atlanta, Georgia

* BREAKOUT GROUPS

Registrants will be divided into nine groups where they will remain throughout the week. Each group will rotate through the breakout sessions on a schedule that will be posted at registration. Each breakout session will focus on specific matters discussed in the general session.

TESTING/HOMEWORK

A quiz will be given during the week, with a final examination on Friday. A cumulative passing score must be realized on the quiz and examination for successful completion of the school. The final examination must be taken on Friday morning, so travel arrangements should be made accordingly. **No exceptions can be made to taking the examination at the stated time on Friday.** A homework problem will be assigned on one night.

FACULTY

Eighteen Instructors constitute the faculty; the private, government and corporate sectors are represented. Biographical summaries of the Instructors will be furnished at registration.

Robert B. Atkinson, CMI, CPA

Director
Deloitte & Touche, LLP
Hinsdale, Illinois

Julia S. Bragg, CMI, CPA

Manager, Sales & Use Taxes
International Paper Company
Memphis, Tennessee

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Partner
Arthur Andersen LLP
Los Angeles, California

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Manager, Property/Sales & Use Tax
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Robert J. Fields, CMI

Principal
Arthur Andersen LLP
Orwell, Vermont

Linda J. Fontaine, CPA

Partner
Fontaine & Kelley, LLP
Austin, Texas

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Professor of Economics
University of Tennessee
Knoxville, Tennessee

Robert S. Goldman, CMI, Esq.

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Bruce M. Pierce, CMI

Vice President and Chief Tax Officer
Vertex Inc.
Berwyn, Pennsylvania

Barbara A. Sweasy, CPA

Vice President of Tax
Teligent, Inc.
Vienna, Virginia

REGISTRATION

Registrations must be completed in advance through the IPT Office. **No on-site registration is allowed. Enrollment is limited to member companies, only, and applicant must have fewer than 4 years' sales tax experience in order to attend Course I.**

Each company will be allowed up to a maximum of two (2) registrants should the school be over-subscribed. However, as many registrations as wished can be submitted, **but please indicate the order in which they are to be accepted in the event of over-subscription.** Full refunds will be issued for any applications not accepted. Notification of acceptance will be sent out after January 7, 2002. **All applications need to be received by the IPT Office no later than January 7, 2002 for timely consideration.** No names received thereafter will appear in the printed registration list.

Registration fees are as follows (applicant or company must belong to IPT):

By January 7, 2002

\$700 (Applicant Personally Belongs To IPT)
\$900 (Company Belongs, Applicant Does Not)

After January 7, 2002

\$725 (Applicant Personally Belongs To IPT)
\$925 (Company Belongs, Applicant Does Not)

NOTE: In cases where local registrants from the Indianapolis area are not residing at the University Place Hotel, there is an added registration fee supplement of **\$300.**

All registrations must be completed in advance of the school. The Institute accepts credit cards as indicated. The following applies for registration fees received by the IPT Office:

CANCELLATION FEE

\$100 for any filed registration. After February 15, no refunds will be made. **No cancellations will be valid unless acknowledged in writing by IPT once written cancellation has been received from the registrant.**

SUBSTITUTION FEE

Prior to (including) January 7..... \$40.00
After January 7 \$50.00

ACCOMMODATIONS

All Registrants and Instructors are expected to reside at the University Place Conference Center and Hotel at Indiana University-Purdue University Indianapolis (IUPUI). The only permissible exceptions are those individuals who reside in the Indianapolis area (see following paragraph). The hotel is located adjacent to the Conference Center. **The rate is \$891.61 (\$822.00 plus tax of \$69.61) for the five night stay Sunday through Thursday (this cannot be portionally prorated – it is a flat, negotiated rate with no credit for early departure or late arrival).** The hotel accepts all major credit cards. For those arriving before Sunday or staying after Thursday, the daily charge is \$122.10 (\$110.00 + \$12.10 tax). Reservation forms for the hotel

will be sent out with the acceptance letters after January 7, 2002. **At that time you should make your reservations; the hotel will not accept them without this form and will turn requests down.**

Indianapolis area registrants are encouraged to stay at the hotel given the peer interaction that takes place which is an essential part of the program. Should election be made, however, to stay at home, there is a supplemental registration fee of **\$300.00** to cover some of the overhead costs that are a part of the hotel registration fee.

FACTS ABOUT IUPUI

University Place Conference Center and Hotel are part of Indiana University-Purdue University Indianapolis (IUPUI) and are located 20 minutes from Indianapolis International Airport (cab fare is approximately \$22.00) and within minutes of seven major interstates bordering downtown Indianapolis. State-of-the-art meeting facilities are provided with full support equipment, and include full university resources and world-class Olympic sports facilities. The hotel has a full service restaurant and a complex of fast food outlets. A parking garage is available in the complex but the student is responsible for the \$8.00 daily fee should he or she bring an automobile.

FURTHER INFORMATION

Registrants will be provided five full breakfasts, four lunches, the opening night reception and buffet, refreshment breaks, and course materials. The Registrant is responsible for his or her own dinner Monday through Thursday. Registrants should bring along a calculator, scratch pads, pencils, pens, etc. A notebook will be supplied that contains all of the school reference materials. Attendance will be recorded and all Registrants will be required to complete a final examination on Friday, March 1 that will be administered from 10:00 a.m. to 11:30 a.m. **(please make your travel arrangements accordingly). Also, all students must arrive no later than 4:00 p.m. Sunday afternoon, February 24. Class sessions will begin Sunday at 5:00 p.m., after registration.** Attire during the day is business casual. While the entire hotel and meeting complex are enclosed, clothing appropriate for late winter (daytime temperatures average in the upper 30's) should be brought for any out-of-doors activities contemplated by the registrant.

CMI DESIGNATION

The Institute for Professionals in Taxation's designation "Certified Member of the Institute" (CMI) is available to anyone who has been a sales tax member of the Institute in good standing for at least one year and who meets all other requirements. The purpose of the certification program is to further the professional development of its members. For further information, please contact the IPT Office.

NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY

IPT is registered with the National Association of State Boards of Accountancy as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of

Accountancy have final authority on the acceptance of individual courses. Complaints regarding registered sponsors may be addressed to:

NASBA

150 Fourth Avenue North
Suite 700
Nashville, Tennessee 37219-2417
(615) 880-4200.

Sponsor I.D. Number: 103109

Thirty-six (36) continuing education credits are available for full-attendance. In accordance with the standards of the National registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. CMIs will obtain credit on an hour-for-hour basis for attendance.

Registrants who wish to obtain credit from other organizations for the school must submit their own form to the IPT Office.

Prerequisites: None
Program Level: Basic
Field of Study: Taxation

GOAL OF THE SCHOOL:

The goal of the sales tax school is to provide the student with an understanding of basic sales and use tax concepts and practices.

FOR FURTHER INFORMATION:

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