

**2006 IPT Sales and Use Tax School -
Course I -
Introduction To Sales and Use Taxes**



**February 26 - March 3, 2006
Georgia Tech Hotel and
Conference Center
Atlanta, Georgia**

PROGRAM

◆ SUNDAY, FEBRUARY 26

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

5:00 p.m. - 5:30 p.m.

BREAKOUT GROUPS

Registrants will be divided into eight problem-solving groups where they will remain throughout the week. Instructors will rotate through the breakout sessions on a schedule posted at registration. Each breakout session will review specific issues discussed in the general sessions. However, in some reviews sessions (legal and homework), registrants will remain together as a school so as to maintain consistency in reviews.

Group #1 -- Bragg - Room: Conference 4
Group #2 - Malburg - Room: Conference D
Group #3 - Evans - Room: Conference E
Group #4 - Wells - Room: Conference B
Group #5 - Grant - Room: Conference 6
Group #6 - Kelley - Room: Conference 7
Group #7 - Swanson - Room: Conference 8
Group # 8 - Peavley - Conference A

5:45 p.m. - 6:00 p.m.

GENERAL WELCOME AND SCHOOL OVERVIEW

Grand Ballroom

Rolston A. Dyer, CMI

Chair, Course I
The Coca-Cola Company
Atlanta, Georgia

6:00 p.m. - 7:15 p.m.

GENERAL SESSION

Grand Ballroom

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.

Instructor:

William F. Fox, Ph.D.

Director, Center for Business & Economic Research
University of Tennessee
Knoxville, Tennessee

7:15 p.m. - 8:30 p.m.

Buffet Dinner

Conference Dining Room

◆ MONDAY, FEBRUARY 27

6:15 a.m. - 8:00 a.m. Full Breakfast Conference Dining Room

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

Welcome and Overview By:

Carolyn L. Elerson, CMI

President, Institute for Professionals in Taxation
FedEx Corporate Services
Memphis, Tennessee

Rolston A. Dyer, CMI

Chair, Course I
The Coca-Cola Company
Atlanta, Georgia

9:00 a.m. - 12:30 p.m. **GENERAL SESSION** Grand Ballroom

Introduction To Sales & Use Taxes

- Imposition and definitions
- Measuring tax
- Exemptions and exclusions

Instructor:

Robert J. Fields, CMI

Managing Director
PricewaterhouseCoopers LLP
Orwell, Vermont

12:30 p.m. - 1:30 p.m. Luncheon Conference Dining Room

1:30 p.m. - 2:30 p.m. **BREAKOUT GROUPS**
(Problem #1, Problem #2: Introduction)

Group #1 - Malburg - Room: Conference 4
Group #2 - Evans - Room: Conference D
Group #3 - Wells - Room: Conference E
Group #4 - Grant - Room: Conference B
Group #5 - Kelley - Room: Conference 6
Group #6 - Swanson - Room: Conference 7
Group #7 - Peavley - Room: Conference 8
Group # 8 - Bragg - Conference A

◆ MONDAY, FEBRUARY 27/TUESDAY, FEBRUARY 28

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

GENERAL SESSION

Grand Ballroom

Administration Of Sales And Use Taxes

- What is compliance?
- When do you have to register for sales/use taxes? How do you register? Are there any special registration issues?
- How do you determine how much tax to collect or accrue? What collection systems or technologies are available to assist in tax collection or accrual? How do you design, configure, test and put into production a tax collection system?
- How and why do you document nontaxable transactions?
- What are the issues relating to requesting refunds of overpaid taxes?
- How and why should you reconcile taxes collected or accrued with taxes remitted? Are there any Sarbanes Oxley issues related to sales/use taxes?
- SSTP
- Business License Tax
- Taxpayer registration or lack thereof
- Payment methods, due dates, interest, penalties
- Local tax distribution and allocation

Instructor:

Brenda S. Kelley, CPA

Partner

Fontaine & Kelley, LLP

Jefferson City, Missouri

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

BREAKOUT GROUPS

(Problem #3: Administration)

Group #1 - Evans - Room: Conference 4
Group #2 - Wells - Room: Conference D
Group #3 - Grant - Room: Conference E
Group #4 - Kelley - Room: Conference B
Group #5 - Swanson - Room: Conference 6
Group #6 - Peavley - Room: Conference 7
Group #7 - Bragg - Room: Conference 8
Group # 8 - Malburg - Conference A

◆ TUESDAY, FEBRUARY 28

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

Full Breakfast

Conference Dining Room

8:30 a.m. - 9:00 a.m.

GENERAL SESSION (OPTIONAL)

Grand Ballroom

- Discussion of CMI Sales and Use Tax Designation

◆ TUESDAY, FEBRUARY 28 (Continued)

9:00 a.m. - 11:15 a.m.	GENERAL SESSION	Grand Ballroom
	Legal Introduction <ul style="list-style-type: none">■ Defining and understanding "law"■ The hierarchy of laws■ Critical features of tax law■ Establishment of law■ Judicial system and decisions■ E Commerce issues <p><i>Instructor:</i> Frank G. Julian, Esq., CPA Operating Vice President - Tax Counsel Federated Department Stores, Inc. Cincinnati, Ohio</p>	
11:30 a.m. - 12 Noon	GENERAL SESSION <ul style="list-style-type: none">■ Legal introduction: problem-solving (Problem #4: Legal)	Grand Ballroom
12 Noon - 12:30 p.m.	GENERAL SESSION Conclusion To Legal Introduction <ul style="list-style-type: none">■ Legal problem-solving and review <p><i>Instructor:</i> Frank G. Julian, Esq., CPA Operating Vice President - Tax Counsel Federated Department Stores, Inc. Cincinnati, Ohio</p>	Grand Ballroom
12:30 p.m. - 1:30 p.m.	Luncheon	Conference Dining Room
1:30 p.m. - 2:30 p.m.	GENERAL SESSION Research Tools <ul style="list-style-type: none">■ Definition and importance of research■ Sources of sales and use tax research■ Nature and examples of various sources■ Research methodology: a three-step approach■ Tax service overview■ Presenting the results of research and continued review <p><i>Instructor:</i> Garfield A. Grant, CMI Senior Tax Manager DuCharme, McMillen & Associates, Inc. Sugar Land, Texas</p>	Grand Ballroom

◆ TUESDAY, FEBRUARY 28/ WEDNESDAY, MARCH 1

2:45 p.m. - 3:45 p.m. **GENERAL SESSION** **Grand Ballroom**

Preparing the Return

- Data gathering and verification
- Return preparation and filing
- Documentation retention and retrieval
- SSTP - Issues of reporting
- Escheat - Abandoned property reporting

Instructor:

Dana L. Malburg
Senior Manager
Deloitte & Touche LLP
Hinsdale, Illinois

4:00 p.m. - 5:00 p.m. **BREAKOUT GROUPS**
(Problem #4: Research; Assign Homework)

Group #1 - Wells - Room: Conference 4
Group #2 - Grant - Room: Conference D
Group #3 - Kelley - Room: Conference E
Group #4 - Swanson - Room: Conference B
Group #5 - Peavley - Room: Conference 6
Group #6 - Bragg - Room: Conference 7
Group #7 - Malburg - Room: Conference 8
Group # 8 - Evans - Conference A

◆ WEDNESDAY, MARCH 1

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

8:30 a.m. - 9:30 a.m. **GENERAL SESSION** **Grand Ballroom**
(Homework review)

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

Introduction to the Taxation of Services

- When are services taxable?
- What are enumerated services?
- How does the True Object test affect taxability?
- Which states get to tax services crossing state lines?
- What are some general rules regarding taxable services?
- What services are being taxed by the various states?

Instructor:

Allan Wells, CMI
Sales & Use Tax Manager
ING Americas
Atlanta, Georgia

◆ WEDNESDAY, MARCH 1 (Continued)

- 11:00 a.m. - 12:15 p.m. **GENERAL SESSION** **Grand Ballroom**
■ **Overview: Manufacturing Industry**
- Instructor:*
Julia S. Bragg, CMI, CPA
Director, Sales, Use & Property Taxes
International Paper Company
Memphis, Tennessee
- 12:15 p.m. - 1:15 p.m. **Luncheon** **Conference Dining Room**
- 1:15 p.m. - 2:15 p.m. **GENERAL SESSION** **Grand Ballroom**
■ **Overview: Oil and Gas Industry**
- Instructor:*
Jack T. Bone, CMI
Senior Manager
Ryan & Company
Houston, Texas
- 2:30 p.m. - 3:45 p.m. **GENERAL SESSION** **Grand Ballroom**
■ **Overview: Retail Industry**
- Instructor:*
Kathleen L. Peavley, CMI
Senior Manager - Audits and Planning
Wal-Mart Stores, Inc.
Bentonville, Arkansas
- 4:00 p.m. - 5:00 p.m. **BREAKOUT GROUPS**
(Problem #5: Manufacturing)
- Group #1 - Grant - Room: Conference 4
Group #2 - Kelley - Room: Conference D
Group #3 - Swanson - Room: Conference E
Group #4 - Peavley - Room: Conference B
Group #5 - Bragg - Room: Conference 6
Group #6 - Malburg - Room: Conference 7
Group #7 - Evans - Room: Conference 8
Group #8 - Wells - Conference A

◆ THURSDAY, MARCH 2

6:00 a.m. - 8:00 a.m.	Full Breakfast	Conference Dining Room
8:15 a.m. - 9:15 a.m.	GENERAL SESSION ■ Overview: Leasing Industry <i>Instructor:</i> William J. McConnell, CMI, CPA, Esq. Manager - Sales, Use & Excise Taxes General Electric Company Ft. Myers, Florida	Grand Ballroom
9:15 a.m. - 10:00 a.m.	GENERAL SESSION ■ Overview: Construction Industry <i>Instructor:</i> Gwendolyn S. Evans, CMI Senior Manager, Sales and Use Taxes Raytheon Dallas, Texas	Grand Ballroom
10:15 a.m. - 11:00 a.m.	GENERAL SESSION ■ Overview: Telecommunications Industry <i>Instructor:</i> Richard J. Sinton, Esq. Senior Attorney AT&T Bedminster, New Jersey	Grand Ballroom
11:00 a.m. - 12 Noon	BREAKOUT GROUPS (Problem #6: Retailing) Group #1 - Kelley - Room: Conference 4 Group #2 - Swanson - Room: Conference D Group #3 - Peavley - Room: Conference E Group #4 - Bragg - Room: Conference B Group #5 - Malburg - Room: Conference 6 Group #6 - Evans - Room: Conference 7 Group #7 - Wells - Room: Conference 8 Group # 8 - Grant - Conference A	
12 Noon - 1:00 p.m.	Luncheon	Conference Dining Room

◆ THURSDAY, MARCH 2 (Continued)/FRIDAY, MARCH 3

1:00 p.m. - 2:30 p.m. **GENERAL SESSION** **Grand Ballroom**

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

Instructor:

Josie Ann Henneke, CMI, CPA

Managing Member
STAT! Consulting, LLC
Indianapolis, Indiana

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

Audit Problem Solving

Instructor:

Josie Ann Henneke, CMI, CPA

Managing Member
STAT! Consulting, LLC
Indianapolis, Indiana

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

Overall Review

4:30 p.m. - 5:30 p.m. **GENERAL SESSION**

Ethics in Sales and Use Taxation

Instructor:

Jerrold F. Janata, Esq.

Chief Executive Officer
International Appraisal Company, Inc.
Upper Saddle River, New Jersey

◆ FRIDAY, MARCH 3

6:00 a.m. - 8:30 a.m. Full Breakfast **Conference Dining Room**

9:00 a.m. - 10:30 a.m. **FINAL EXAMINATION** **Grand Ballroom**

10:30 a.m. School Concludes

2006 SALES & USE TAX SCHOOL COMMITTEE PROGRAM CHAIR, VICE CHAIR

Chair:

Rolston A. Dyer, CMI

Director, Sales, Property & Miscellaneous Tax
The Coca-Cola Company
Atlanta, Georgia

Vice Chair:

Brenda S. Kelley, CPA

Partner
Fontaine & Kelley, LLP
Jefferson City, Missouri

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.** Homework will be assigned on one night.

Faculty

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

Jack T. Bone, CMI

Senior Manager
Ryan & Company
Houston, Texas

Garfield A. Grant, CMI

Senior Tax Manager
DuCharme, McMillen & Associates, Inc.
Sugar Land, Texas

Julia S. Bragg, CMI, CPA

Director, Sales, Use & Property Taxes
International Paper Company
Memphis, Tennessee

Josie Ann Henneke, CMI

Managing Member
STAT! Consulting LLC
Indianapolis, Indiana

Rolston A. Dyer, CMI

Director, Sales, Property & Miscellaneous Tax
The Coca-Cola Company
Atlanta, Georgia

Jerrold F. Janata, Esq.

Chief Executive Officer
International Appraisal Company, Inc.
Upper Saddle River, New Jersey

Gwendolyn S. Evans, CMI

Senior Manager, Sales and Use Taxes
Raytheon
Dallas, Texas

Frank G. Julian, Esq.

Operating Vice President - Tax Counsel
Federated Department Stores, Inc.
Cincinnati, Ohio

Robert J. Fields, CMI

Managing Director
PricewaterhouseCoopers LLP
Orwell, Vermont

Brenda S. Kelley, CPA

Partner
Fontaine & Kelley, LLP
Jefferson City, Missouri

William F. Fox, Ph.D.

Professor of Economics
University of Tennessee
Knoxville, Tennessee

Dana L. Malburg

Senior Manager
Deloitte & Touche LLP
Hinsdale, Illinois

William J. McConnell, CMI, CPA, Esq.
Manager - Sales, Use & Excise Taxes
General Electric Company
Ft. Myers, Florida

Michele D. Swanson, CMI
Tax Director
Turner Broadcasting System, Inc.
Atlanta, Georgia

Kathleen L. Peavley, CMI
Senior Manager - Audits and Planning
Wal-Mart Stores, Inc.
Bentonville, Arkansas

Allan Wells, CMI
Sales & Use Tax Manager
ING Americas
Atlanta, Georgia

Richard J. Sinton, Esq.
Senior Attorney
AT&T
Basking Ridge, New Jersey

National Association of State Boards of Accountancy

The Institute for Professionals in Taxation is registered with the National Association of State Boards of Accountancy (NASBA) 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 for CPE credit. Complaints regarding registered sponsors may be addressed to the:

National Registry of CPE Sponsors

150 Fourth Avenue North
Suite 700
Nashville, TN 37219-2417
Telephone: 615.880.4200
Web site: www.nasba.org

Thirty-four (34) continuing education credits are available for 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 hour-for-hour continuing education credits for attendance upon submittal of the appropriate continuing education form. 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

IPT recommends this school for persons with fewer than four years of experience in the sales tax discipline. In addition, effective January 1, 2006, completion of this school or passage of the examination is required to attend Sales Tax School II. The next offering of Sales Tax School II will be April 23-28, 2006.

GOAL OF THE SCHOOL:

The purpose of this school is to provide a basic but broad foundation in the theory of sales and use taxation and the practical aspects of sales and use tax management. Successful completion of this school should prepare the beginning sales tax professional to function efficiently in and provide added value to an entry-level position, regardless of industry or jurisdiction.

REGISTRATION

Registrations must be completed in advance through the IPT Office. **No on-site registration is allowed. Enrollment is limited to IPT members and individuals from their companies, only.**

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 6, 2006.** **All applications need to be received by the IPT Office no later than January 20, 2006, for timely consideration.** Names received thereafter may not appear in the printed registration list.

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

By January 20, 2006

\$775 (Applicant Personally Belongs To IPT)
\$975 (Applicant Does Not)

After January 20, 2006

\$800 (Applicant Personally Belongs To IPT)
\$1,000 (Applicant Does Not)

NOTE: In cases where local registrants from the Atlanta area are not residing at the Conference Center Hotel, there is an added registration fee supplement of **\$500.00.**

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 17, no refunds will be made. **No cancellations will be valid unless placed in writing to IPT.**

SUBSTITUTION FEE

Prior to (including) **January 20:** \$40.00

After **January 20:** \$50.00

ACCOMMODATIONS

All Registrants and Instructors are expected to reside at the Georgia Tech Hotel and Conference Center in Atlanta. The only permissible exceptions are those individuals who reside in the Atlanta area (see following paragraph). **The rate is \$1025 (plus tax of 15%) for the five night stay Sunday through Thursday Night (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 beyond Friday, the daily charge is **\$129.00 (plus 15% tax).** Reservation forms for the hotel will be sent out with the acceptance letters after **January 6, 2006.** **At that time you should make your reservations; the hotel will not accept them without this form and will turn requests down.**

Atlanta 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 **\$500.00** to cover some of the overhead costs that are a part of the hotel registration fee.

FACTS ABOUT GEORGIA TECH HOTEL AND CONFERENCE CENTER

The Georgia Tech Hotel and Conference Center is an integral part of Georgia Tech's campus in Midtown Atlanta. In addition to its high-tech features, the hotel has the following amenities: an outdoor courtyard, an all-day dining room, club lounge, an indoor swimming pool, and a fully equipped fitness center. Taxi cab fare is \$28.00 (flat fee) from the airport to the Conference Center. There is a subway station (MARTA) at the airport which has a stop four blocks from the hotel.

FURTHER INFORMATION

Registrants will be provided five full breakfasts, four lunches, the opening night 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 4th that will be administered from 9:00 a.m. to 10:30 a.m. **(please make your travel arrangements accordingly). Also, all students must arrive no later than 4:00 p.m. Sunday afternoon, February 26th. Class sessions will begin Sunday at 5:00 p.m., after registration.** Attire during the day is business casual.

