

2007 IPT Sales and Use Tax School I Introduction To Sales and Use Taxes



**February 25 - March 2, 2007
Georgia Tech Hotel and
Conference Center
Atlanta, Georgia**

PROGRAM

◆ SUNDAY, FEBRUARY 25

- 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 -- Caputa - 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 - Goss - Room: Conference 7
Group #7 - Swanson - Room: Conference A
Group # 8 - Peavley - Conference 8
- 5:45 p.m. - 6:15 p.m. **OPENING OF SCHOOL** **Grand Ballroom**
- Rolston A. Dyer, CMI**
Chair, Course I
The Coca-Cola Company
Atlanta, Georgia
- Daniel Peterson, CMI**
President
Institute for Professionals in Taxation
- 6:15 p.m. - 7:30 p.m. **GENERAL SESSION** **Grand Ballroom**
- Economic Basis & Sales Tax Policy Considerations**
- Importance of the sales tax to state and local government finance
 - Sales tax base
 - Sales tax fairness
 - Business purchases
 - Future of the sales tax
- Instructor:*
William F. Fox, Ph.D.
Director, Center for Business & Economic Research
University of Tennessee
Knoxville, Tennessee
- 7:30 p.m. - 8:30 p.m. **Buffet Dinner** **Conference Dining Room**

◆ MONDAY, FEBRUARY 26

| | | |
|-----------------------|---|------------------------|
| 6:15 a.m. - 8:00 a.m. | Full Breakfast | Conference Dining Room |
| 8:30 a.m. - 8:45 a.m. | School Overview | Grand Ballroom |
| | Rolston A. Dyer, CMI Chair, Course I The Coca-Cola Company Atlanta, Georgia | |
| 8:45 a.m. - 12 Noon | GENERAL SESSION | Grand Ballroom |
| | Introduction To Sales & Use Taxes <ul style="list-style-type: none">■ Imposition and definitions■ Measuring tax■ Exemptions and exclusions <i>Instructor:</i> Linda J. Fontaine, CPA Partner Fontaine & Kelley, LLP Austin, Texas | |
| 12 Noon - 1:00 p.m. | Luncheon | Conference Dining Room |
| 1:15 p.m. - 2:15 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 - Goss - Room: Conference 6 Group #6 - Swanson - Room: Conference 7 Group #7 - Peavley - Room: Conference A Group # 8 - Caputa - Conference 8 | |

◆ MONDAY, FEBRUARY 26/TUESDAY, FEBRUARY 27

2:30 p.m. - 3:45 p.m.

GENERAL SESSION

Grand Ballroom

Administration Of Sales And Use Taxes

- Registration
- Tax collection and accruals
- Documenting nontaxable transactions
- Refunds
- Sarbanes Oxley
- Payment issues
- Local taxes

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 - Goss - Room: Conference B
Group #5 - Swanson - Room: Conference 6
Group #6 - Peavley - Room: Conference 7
Group #7 - Caputa - Room: Conference A
Group # 8 - Malburg - Conference 8

◆ TUESDAY, FEBRUARY 27

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

Instructors:

Jack T. Bone, CMI
Director
Ryan & Company
Houston, Texas

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

◆ TUESDAY, FEBRUARY 27 (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 27/ WEDNESDAY, FEBRUARY 28

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

Instructors:

Rolston A. Dyer, CMI

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

Dana L. Malburg

Senior Manager
Deloitte Tax LLP
Downers Grove, Illinois

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

BREAKOUT GROUPS

(Problem #4: Research, Utilizing In-Room Laptops; 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 - Caputa - Room: Conference 7
- Group #7 - Goss - Room: Conference A
- Group # 8 - Evans - Conference 8

◆ WEDNESDAY, FEBRUARY 28

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

Full Breakfast

Conference Dining Room

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

GENERAL SESSION

(Homework review)

Grand Ballroom

◆ WEDNESDAY, FEBRUARY 28 (Continued)

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|-------------------------|---|-------------------------------|
| 9:45 a.m. - 10:45 a.m. | GENERAL SESSION | Grand Ballroom |
| | Introduction to the Taxation of Services <ul style="list-style-type: none">■ Enumerated services■ True Object test■ Cross border services■ General rules■ Potential taxable services | |
| | <i>Instructor:</i> Allan Wells, CMI Tax Manager Guardian Building Products Greer, South Carolina | |
| 11:00 a.m. - 12:15 p.m. | GENERAL SESSION <ul style="list-style-type: none">■ Overview: Manufacturing Industry | Grand Ballroom |
| | <i>Instructor:</i> Randy Caputa, CMI Manager, Sales and Use Tax 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 <ul style="list-style-type: none">■ Overview: Oil and Gas Industry | Grand Ballroom |
| | <i>Instructor:</i> Jack T. Bone, CMI Director Ryan & Company Houston, Texas | |
| 2:30 p.m. - 3:45 p.m. | GENERAL SESSION <ul style="list-style-type: none">■ Overview: Retail Industry | Grand Ballroom |
| | <i>Instructor:</i> Kathleen L. Peavley, CMI Manager - Sales, Use and Excise Taxes Ford Motor Company Dearborn, Michigan | |

**◆ WEDNESDAY, FEBRUARY 28(Continued)/
THURSDAY, MARCH 1**

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

BREAKOUT GROUPS

(Problem #5: Manufacturing)

Group #1 - Grant - Room: Conference 4
Group #2 - Goss - Room: Conference D
Group #3 - Bone - Room: Conference E
Group #4 - Peavley - Room: Conference B
Group #5 - Caputa - Room: Conference 6
Group #6 - Dyer - Room: Conference 7
Group #7 - Evans - Room: Conference A
Group #8 - Wells - Conference 8

◆ THURSDAY, MARCH 1

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**

Grand Ballroom

Instructor:

William J. McConnell, CMI, CPA, Esq.

Manager - Sales, Use & Excise Taxes

General Electric Company

Ft. Myers, Florida

9:30 a.m. - 10:00 a.m.

GENERAL SESSION

■ **Overview: Construction Industry**

Grand Ballroom

Instructor:

Gwendolyn S. Evans, CMI

Senior Manager, Sales and Use Taxes

Raytheon

Dallas, Texas

10:15 a.m. - 11:00 a.m.

GENERAL SESSION

■ **Overview: Telecommunications Industry**

Grand Ballroom

Instructors:

Keith G. Landry, Esq.

Senior Tax Counsel

BellSouth Corporation

Atlanta, Georgia

Richard J. Sinton, Esq.

Senior Attorney

AT&T

Bedminster, New Jersey

◆ THURSDAY, MARCH 1

| | | |
|-----------------------|---|-------------------------------|
| 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 - Caputa - Room: Conference B Group #5 - Goss - Room: Conference 6 Group #6 - Evans - Room: Conference 7 Group #7 - Wells - Room: Conference A Group #8 - Grant - Conference 8 | |
| 12 Noon - 1:00 p.m. | Luncheon | Conference Dining Room |
| 1:00 p.m. - 2:30 p.m. | GENERAL SESSION Audits <ul style="list-style-type: none">■ 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 <i>Instructor:</i> Josie Ann Henneke, CMI, CPA Director of State and Local Tax Hull & Knarr LLP Greenwood, Indiana | Grand Ballroom |
| 2:30 p.m. - 3:00 p.m. | GENERAL SESSION Audit Problem Solving <i>Instructor:</i> Josie Ann Henneke, CMI, CPA Director of State and Local Tax Hull & Knarr LLP Greenwood, Indiana | Grand Ballroom |
| 3:15 p.m. - 4:15 p.m. | GENERAL SESSION Overall Review <i>Instructor:</i> Brenda S. Kelley, CPA Partner Fontaine & Kelley, LLP Jefferson City, Missouri | |

◆ THURSDAY, MARCH 1/ FRIDAY, MARCH 2

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 2

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

2007 SALES & USE TAX SCHOOL I 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

Twenty-One Instructors constitute the full faculty from which instructors will be drawn; the private and corporate sectors are represented. Biographical summaries of the Instructors will be furnished at registration.

Jack T. Bone, CMI

Director
Ryan & Company
Houston, Texas

Julia S. Bragg, CMI, CPA

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

Randy Caputa, CMI

Manager, Sales and Use Tax
International Paper Company
Memphis, Tennessee

Rolston A. Dyer, CMI

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

Gwendolyn S. Evans, CMI

Senior Manager, Sales and Use Taxes
Raytheon
Dallas, Texas

Robert J. Fields, CMI

Managing Director
PricewaterhouseCoopers LLP
Orwell, Vermont

Linda J. Fontaine, CPA

Partner
Fontaine & Kelley, LLP
Austin, Texas

William F. Fox, Ph.D.

Professor of Economics
University of Tennessee
Knoxville, Tennessee

Bryan M. Goss, CMI

Supervisor - Sales & Use Tax
The Home Depot
Atlanta, Georgia

Garfield A. Grant, CMI

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

Josie Ann Henneke, CMI

Director of State and Local Tax
Hull & Knarr LLP
Greenwood, Indiana

Jerrold F. Janata, Esq.

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

Frank G. Julian, Esq.

Operating Vice President - Tax Counsel
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Cincinnati, Ohio

Brenda S. Kelley, CPA

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Keith G. Landry, Esq.

Senior Tax Counsel
BellSouth Corporation
Atlanta, Georgia

Dana L. Malburg

Senior Manager
Deloitte Tax LLP
Downers Grove, Illinois

William J. McConnell, CMI, CPA, Esq.

Manager - Sales, Use & Excise Taxes
General Electric Company
Ft. Myers, Florida

Kathleen L. Peavley, CMI

Manager - Sales, Use and Excise Taxes
Ford Motor Company
Dearborn, Michigan

Richard J. Sinton, Esq.

Senior Attorney
AT&T
Bedminster, New Jersey

Michele D. Swanson, CMI

Tax Director
Turner Broadcasting System, Inc.
Atlanta, Georgia

Allan Wells, CMI

Tax Manager
Guardian Building Products
Greer, South Carolina

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 submission 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. Completion of this school or passage of the examination is required to attend Sales and Use Tax School II. The next offering of Sales and Use Tax School II will be April 22-27, 2007 in Cincinnati, Ohio.

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 5, 2007.** **All applications need to be received by the IPT Office no later than January 19, 2007, 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 19, 2007

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

After January 19, 2007

\$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 16, no refunds will be made. **No cancellations will be valid unless placed in writing to IPT.**

SUBSTITUTION FEE

Prior to (including) **January 19:** \$40.00

After **January 19:** \$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 \$1065 (plus occupancy tax of 15%) for the five night stay Sunday through Thursday Nights (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 5, 2007.** **At that time you should make your reservations; the hotel will not accept them without this form and will turn requests down.**

Registrants are expected to stay at the hotel given the peer interaction that takes place which is an essential part of the program. Should election be made by Atlanta registrants, 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 2nd 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 25th.** **Class sessions will begin Sunday at 5:00 p.m., after registration.** Attire during the day is business casual.