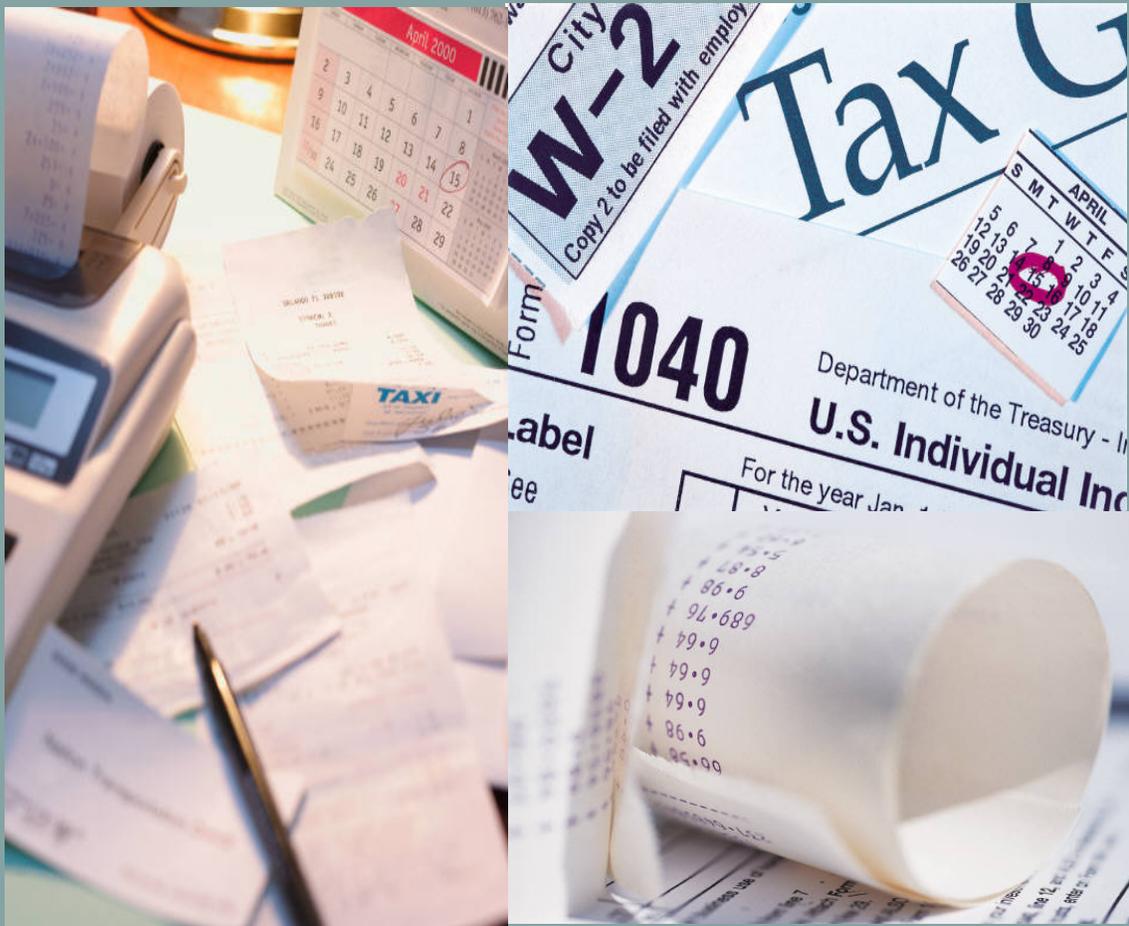


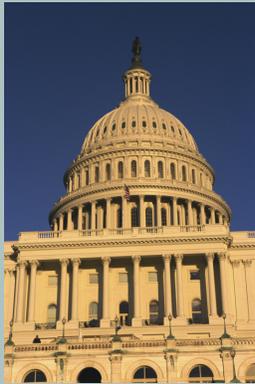
2013 IPT BASIC STATE INCOME TAX SCHOOL



**Georgia Tech Hotel and Conference Center
Atlanta, Georgia
June 2 - 7, 2013**

BASIC STATE INCOME TAX SCHOOL

**Georgia Tech Hotel and Conference Center
Atlanta, Georgia ~ June 2 - 7, 2013**



This school is focused on teaching fundamental state income tax concepts and practice. The five-day program is designed to provide the essential state tax building blocks for those students with less than five years of income tax experience. The curriculum includes a thorough review of basic income tax concepts, such as apportionment, nexus, and the unitary business principle while also providing an introduction to more advanced issues and featuring specific courses on accounting principles, income tax audits and compliance as well as best practices for researching and documenting income tax issues. The curriculum will also provide an introduction and analysis of recent trends, such as states' greater emphasis on the sales factor and resort to gross receipts taxes. The format of this school includes lectures as well as interactive case studies and group discussions. The students will benefit from the insight and diversity of experiences of the school faculty, which consists of tax professionals from public and private companies, and top accounting and law firms.

The Institute, founded in 1976, is a 501(c)(3) non-profit educational association serving over 4000 members who represent approximately 1450 corporations, firms, or taxpayers throughout the United States and Canada. It is the only professional organization that educates, certifies and establishes strict codes of conduct for state and local income, property and sales & use tax professionals who represent taxpayers. (government officials or organizations do not qualify for

Institute for Professionals in Taxation
1200 Abernathy Road, NE
Building 600, Suite L-2
Atlanta, Georgia 30328
404 -240-2300
Fax 404-240-2315

BASIC STATE INCOME TAX SCHOOL

SUNDAY, June 2, 2013

3:00 pm - 6:30 pm

Registration

6:30 pm - 7:30 pm

State of the States

State tax issues are impacted by many factors, with state budgetary concerns at the fore. Learn what's going on now in the state tax world.

Learning Objective

- ▶ Understand the current economic conditions and state tax developments across the country

State of the States

Harley Duncan

Tax Managing Director
KPMG LLP
Washington, DC

MONDAY, June 3, 2013

7:00 am - 8:00am

Buffet Breakfast

8:00 am - 8:15 am

Opening

Welcome - IPT President
Paul A. Wilke, CMI
Weingarten Realty Investors
Houston, TX

8:15 am - 9:30 am

General Session

Pass Through and Disregarded Entities

This session will provide an introduction to pass-through and disregarded entities by familiarizing the student with the common forms of pass-through and disregarded entities along with a discussion of state taxation of these entities. The student will learn how state taxation relates to federal taxation and the tax payment, tax reporting responsibility, tax withholding and contingent tax liability responsibilities states may impose on these entities. Students will be familiarized with basic triggers for state taxation and the basic rules for accounting for income for and/or from pass-through entities.

Learning Objectives:

- ▶ Be able to identify common forms of pass-through and disregarded entities
- ▶ Be able to identify the different ways states classify pass-through and disregarded entities

BASIC STATE INCOME TAX SCHOOL

MONDAY, June 3, 2013 - continued

- ▶ Understand how states' taxation relates to federal taxation
- ▶ Understand how states may impose entity level taxes, tax reporting responsibility, tax withholding responsibility and contingent tax liability
- ▶ Be able to identify nexus issues for disregarded entities and pass-throughs
- ▶ Understand basic rules for accounting for income from pass-through and disregarded entities

Instructors:

Gary C. Bingel, CMI, CPA, Esq.

Partner - State and Local Taxes
EisnerAmper LLP
Bridgewater, NJ

James E. Long, Jr., Esq.

Associate
Bradley Arant Boult Cummings, LLP
Birmingham, AL

9:30 am - 9:45 am

Break

9:45 am - 10:45 am

General Session

Pass Through and Disregarded Entities (continued)

Instructors:

Gary C. Bingel, CMI, CPA, Esq.

Partner - State and Local Taxes
EisnerAmper LLP
Bridgewater, NJ

James E. Long, Jr., Esq.

Associate
Bradley Arant Boult Cummings, LLP
Birmingham, AL

10:45 am - 12:00 pm

General Session

Jurisdiction to Tax, Part 1: Federal Constitutional Limitations

This session will focus on the fundamental concepts regarding the U.S. Constitution and limitations on the power of state governments to impose corporate income taxes. The speakers will discuss in detail the application of the Commerce Clause, the Due Process Clause and the Equal Protection Clause to state corporate income tax issues including relevant U.S. focus on the fundamental concepts regarding the U.S. Constitution and limitations on the power of state governments to impose corporate income taxes. The

BASIC STATE INCOME TAX SCHOOL

MONDAY, June 3, 2013 - continued

speakers will discuss in detail the application of the Commerce Clause, the Due Process Clause and the Equal Protection Clause to state corporate income tax issues including relevant U.S.

Instructors:

Robert S. Goldman, CMI, Esq.

Partner

Madsen Goldman & Holcomb, LLP

Tallahassee, FL

Mark L. Nachbar, Esq., CPA

Principal

Ryan, LLC

Downers Grove, IL

12:00 pm - 1:00 pm

Lunch

1:00 pm - 3:30 pm

General Session

Jurisdiction to Tax, Part II: Nexus and P.L. 86-272

This session will examine the United States Supreme Court decisions analyzing the "substantial nexus" standard of the Commerce Clause and the "minimum contacts" standard of the Due Process Clause of the United States Constitution and how these standards have been interpreted and developed by various state courts. The discussion will include the development of economic nexus and attributional nexus concepts. Finally, we will examine federal statutory limitations on a state's ability to impose a net income-based tax on out of state businesses pursuant to P.L. 86-272 and selected cases interpreting this limitation.

Learning Objectives:

- ▶ Recognize the "substantial nexus" standard of the Commerce Clause
- ▶ Recognize the "minimum contacts" standard of the Due Process Clause
- ▶ Be able to distinguish between these two standards and recognize how they have been interpreted and developed by various state courts
- ▶ Understand the concepts of economic nexus and attributional nexus and their application to income taxes
- ▶ Understand the federal statutory limitations on a state's ability to impose a net income-based tax on out of state businesses pursuant to P.L. 86-272 and Wisconsin Dept of Revenue v. Wm Wrigley, Jr. Co.

BASIC STATE INCOME TAX SCHOOL

MONDAY, June 3, 2013 - continued

Instructors:

Mark L. Nachbar, Esq., CPA

Principal
Ryan, LLC
Downers Grove, IL

Aaron M. Young, CMI, Esq.

Partner
Reed Smith LLP
New York, NY

3:30 pm - 3:45 pm

Break

3:45 pm - 5:15 pm

Case Study
Nexus and P.L. 86-272

Instructors:

Robert S. Goldman, CMI, Esq.

Partner
Madsen Goldman & Holcomb, LLP
Tallahassee, FL

Mark L. Nachbar, Esq., CPA

Principal
Ryan, LLC
Downers Grove, IL

Aaron M. Young, CMI, Esq.

Partner
Reed Smith LLP
New York, NY

TUESDAY, June 4, 2013

7:00 am - 8:00 am

Buffet Breakfast

8:30 am - 10:15 am

General Session
Determination of Income Tax Base

In this session, students will gain a basic understanding of the role the Internal Revenue Code plays in determining the tax base in a state, including ways in which nonconformity impacts the tax base. Students will be introduced to the basic concepts of identification of a tax as a net income tax for financial reporting purposes as well as other purposes under the law. The instructors will explore common state modifications (additions, subtractions and treatment of intercompany expenses) to the federal in-

BASIC STATE INCOME TAX SCHOOL

TUESDAY, June 4, 2013 (continued)

come tax base. Students will be taught the different tax effects of “above the line” and “below the line” deductions and credits. Finally, the instructors will discuss the state tax consequences of deviations and filing requirements.

Learning Objectives:

- ▶ Recognize and understand the role of the Internal Revenue Code in establishing a particular state’s tax base
- ▶ Recognize the common state tax modifications that are added back to federal taxable income
- ▶ Recognize the common state tax modifications that are subtracted from federal taxable income
- ▶ Identify the different types of intercompany expense modifications
- ▶ Understanding the difference between “above the line” and “below the line” deductions and credits
- ▶ Recognize state tax consequences resulting from various deviations (e.g., NOLs, DRDs)
- ▶ Understand the effect on the determination of the tax base created by state filing requirements (i.e., separate filing, consolidated return, combined report)

Instructors:

Gary C. Bingel, CMI, CPA, Esq.
Partner - State and Local Taxes
EisnerAmper LLP
Bridgewater, NJ

Aaron M. Young, CMI, Esq.
Partner
Reed Smith LLP
New York, NY

10:15 am - 10:30 am **Break**

10:30 am - 12:00 pm General Session

What is a Unitary Business?

This session will review the theoretical underpinning of the unitary business principle and will include a discussion on the application of the unitary business principle in both unitary and separate company states. This presentation will cover the key United States Supreme Court decisions regarding the unitary business principle and identify the tests used to Determine a corporation’s state income tax liability.

BASIC STATE INCOME TAX SCHOOL

TUESDAY, June 4, 2013 - continued

Learning Objectives:

- ▶ Understand the theoretical underpinning of the unitary business principle
- ▶ Understand how the unitary business principle applies in unitary and separate company states
- ▶ Identify the three tests for determining the existence of a unitary business
- ▶ Explain the difference between operational and investment income and identify when the operational function test should be applied
- ▶ Recognize situations where the unitary business principle may apply in determining a corporation's state income tax liability

Instructors:

Robert S. Goldman, CMI, Esq.

Partner

Madsen Goldman & Holcomb, LLP

Tallahassee, FL

David J. Shipley, CMI, Esq.

Partner

McCarter & English, LLP

Philadelphia, PA

12:00 pm - 1:00 pm

Lunch

1:00 pm - 2:30 pm

General Session

What is a Unitary Business? (continued)

Instructors:

Robert S. Goldman, CMI, Esq.

Partner

Madsen Goldman & Holcomb, LLP

Tallahassee, FL

David J. Shipley, CMI, Esq.

Partner

McCarter & English, LLP

Philadelphia, PA

2:30 pm - 2:45 pm

Break

2:45 pm - 3:45 pm

General Session

Income Subject to Allocation

This session will explain the distinction between business and nonbusiness income and identify different state approaches to nonbusiness income.

The session also will review various situations where income could be

BASIC STATE INCOME TAX SCHOOL

TUESDAY, June 4, 2013 - continued

classified as nonbusiness income and will focus on the specific sourcing rules for classifying nonbusiness income.

Learning Objectives:

- ▶ Understand the UDITPA test for determining the difference between business and nonbusiness income
- ▶ Explain the transactional and functional tests for determining if income is business or nonbusiness income
- ▶ Recognize the liquidation exception to the functional test
- ▶ Identify the different state statutory approaches to business and nonbusiness income
- ▶ Understand the UDITPA sourcing rules for allocating nonbusiness income

Instructors:

David J. Shipley, CMI, Esq.

Partner
McCarter & English, LLP
Philadelphia, PA

Aaron M. Young, CMI, Esq.

Partner
Reed Smith LLP
New York, NY

3:45 pm - 5:00 pm

General Session

Common Issues in Mergers and Acquisitions

This session will provide a primer on the various ways in which transactions can be structured and the common income tax issues that arise during such mergers and acquisitions. The session will also explore due diligence items and basic terms of stock purchase, asset purchase and merger agreements.

Learning Objectives:

- ▶ Identify the different types of merger and acquisition transactions
- ▶ Understand the tax characteristics of the transaction types
Improve upon technical ability to apply FIN 48 to situations faced in practice
- ▶ Understand the basics of due diligence from an income tax perspective
- ▶ Understand the nature of terms and provisions within a merger/ acquisition agreement

BASIC STATE INCOME TAX SCHOOL

TUESDAY, June 4, 2013 - continued

Instructors:

Hardeo Bissoondial

Partner
PricewaterhouseCoopers
Florham Park, NJ

Karen H. Currie, Esq.

Partner
Jones Day
Dallas, TX

WEDNESDAY, June 5, 2013

7:00am - 8:00am **Buffet Breakfast**

8:00 am - 9:00 am **Quiz**

9:00 am - 10:15 am General Session

Fundamentals of Formulary Apportionment

This session will instruct the participants in the basic rules of formulary apportionment for state income taxes. It will include basic coverage of the property, payroll and sales factors as provided for in the Uniform Division for Income Tax Purposes Act (UDITPA) used in one form or another by many states. The session will also include some discussion on variations of such rules and modern trends. Finally, the session will include an introduction to constitutional limitations on apportionment, as well as statutory relief provisions such as section 18 of UDITPA.

Learning Objectives:

- ▶ Learn the basic rules governing the property factor under UDITPA
- ▶ Learn the basic rules governing the payroll factor under UDITPA
- ▶ Learn the basic rules governing the sales factor under UDITPA
- ▶ Learn some of the variations of apportionment rules used by various states
- ▶ Learn some modern trends in formulary apportionment
- ▶ Learn basic constitutional concepts regarding formulary apportionment
- ▶ Learn the basic rules regarding section 18 of UDITPA

Instructors:

Gregg D. Barton, Esq.

Partner
Perkins Coie LLP
Seattle, WA

BASIC STATE INCOME TAX SCHOOL

WEDNESDAY, June 5, 2013 - continued

Glenn C. McCoy, Jr., Esq.
New York, NY

Matthew D. Melinson, CPA
Partner, State and Local Taxes
Grant Thornton LLP
Philadelphia, PA

10:15 am - 10:45 am **Break**

10:45 am - 12:00 pm General Session
Fundamentals of Formulary Apportionment (continued)

Instructors:
Gregg D. Barton, Esq.
Partner
Perkins Coie LLP
Seattle, WA

Glenn C. McCoy, Jr., Esq.
New York, NY

Matthew D. Melinson, CPA
Partner, State and Local Taxes
Grant Thornton LLP
Philadelphia, PA

12:00 pm - 1:00 pm **Lunch**

1:00 pm - 1:45 pm General Session
Fundamentals of Formulary Apportionment (continued)

Instructors:
Gregg D. Barton, Esq.
Partner
Perkins Coie LLP
Seattle, WA

Glenn C. McCoy, Jr., Esq.
New York, NY

Matthew D. Melinson, CPA
Partner, State and Local Taxes
Grant Thornton LLP
Philadelphia, PA

BASIC STATE INCOME TAX SCHOOL

WEDNESDAY, June 5, 2013 - continued

1:45 pm - 3:15 pm

General Session

Income Tax Filing and Compliance

This will be a practical session for the preparation and filing of estimated payments, extensions and returns for state income/franchise taxes. We will explore the sources of information for the state income/franchise tax compliance process, including state tax modifications and apportionment factor components. We will address special issues for state franchise taxes (those not based on income).

Learning Objectives:

- ▶ Understand the basic resources for state return compliance
- ▶ Understand the relationship between the federal and state tax return processes
- ▶ Appreciation of the importance of tax return workpapers and files
- ▶ Use of review notes as a learning tool

Instructors:

Jonathan A. Liss

Senior Manager
Grant Thornton LLP
Philadelphia, PA

Mark A. Loyd, Esq.

Partner, State and Local Tax Team Chair
Bingham Greenebaum Doll LLP
Louisville, KY

3:15 pm - 3:30 pm

Break

3:30 pm - 5:15 pm

Case Study

Allocation and Apportionment

Instructors:

Glenn C. McCoy, Jr., Esq.

New York, NY

Matthew D. Melinson, CPA

Partner, State and Local Taxes
Grant Thornton LLP
Philadelphia, PA

BASIC STATE INCOME TAX SCHOOL

THURSDAY, June 6, 2013

8:30 am - 10:30 am

General Session

Tax Return Basics

This session will include a comparison of separate, consolidated and combined state income tax returns, including a discussion of the mechanics and implications of each. Building upon prior sessions, the income and apportionment factors used and the treatment of intercompany transactions and tax attributes for the different return types will also be discussed.

Learning Objectives:

- ▶ Understand the different methods of state income tax reporting
- ▶ Explain which entities are typically included in the different types of returns
- ▶ Understand the difference between a full consolidated return and a nexus consolidated return
- ▶ Recognize the difference between the states authority to require combination versus a taxpayers ability to elect combination
- ▶ Understand how taxable income is calculated in the different types of returns
- ▶ Recognize the difference in the treatment of intercompany transactions under different return types
- ▶ Understand how net operating losses are applied in different return types

Instructors:

Glenn C. McCoy, Jr., Esq.

New York, NY

Matthew D. Melinson, CPA

Partner, State and Local Taxes

Grant Thornton LLP

Philadelphia, PA

10:30 am - 10:45 am

Break

10:45 am - 12:00 pm

General Session

Handling an Income Tax Audit

In this session, we will discuss the basics of approaching a state income tax audit from the initial contact with the state auditor to the closing agreement. We will consider the planning for the audit, the approach to the auditor and the auditor's questions, as well as coordination with the rest of the tax team.

BASIC STATE INCOME TAX SCHOOL

THURSDAY, June 6, 2013 - continued

Learning Objectives

- ▶ Planning and preparation for the state audit
- ▶ Formulate an approach to the auditor and the information requests
- ▶ Understand how to anticipate an auditor's questions and the significance of the responses
- ▶ Understand how to deal with a proposed assessment including the introduction of affirmative offsets
- ▶ How dealing with audits can make you a better state tax professional

Instructors:

Duane W. Dobson, Jr., CMI, CPA

Managing Director, State and Local Tax
Grant Thornton LLP
McLean, VA

Mark A. Loyd, Esq.

Partner, State and Local Tax Team Chair
Bingham Greenebaum Doll LLP
Louisville, KY

12:00 pm - 1:00 pm

Lunch

1:00 pm - 2:30 pm

General Session

Tax Provisions 101

This presentation will review the key financial accounting pronouncements that apply to tax provisions and discuss their scope and basic principles. This presentation will then examine the impact of those financial accounting pronouncements on an entity's income statement and balance sheet. This presentation will also demonstrate the application of the financial accounting pronouncements to the determination of an entity's income tax provision and contingency reserves for other taxes. Finally, this presentation will discuss the transition from generally accepted accounting principles to international financial reporting standards.

Learning Objectives

- ▶ Identify the key financial accounting pronouncements that apply to tax provisions and understand the type(s) of taxes to which they apply
- ▶ Understand the scope and basic principles of FAS 109
- ▶ Recognize the effect of FAS 109 on an entity's income statement and/or balance sheet
- ▶ Recognize the difference between the current and deferred components of an entity's income tax provision
- ▶ Apply the principles of FAS 109 to basic fact patterns to determine an entity's income tax expense and deferred tax assets/liabilities

BASIC STATE INCOME TAX SCHOOL

THURSDAY, June 6, 2013 - continued

- ▶ Understand the relationship between FIN 48 and FAS 109 and apply FIN 48's recognition and measurement principles to uncertain tax positions
- ▶ Understand the scope and basic principles of FAS 5
- ▶ Recognize the effect of FAS 5 on an entity's income statement and/or balance sheet
- ▶ Apply the principles of FAS 5 to basic fact patterns to determine an entity's tax contingency reserves
- ▶ Develop an awareness of the transition from generally accepted accounting principles to international financial reporting standards and identify the type(s) of entities that will be affected by the transition

Instructors:

Erik J. Burgos, CPA, Esq.

State and Local Tax
General Dynamics
McLean, VA

George H. Cardon, CPA

Tax Director
PricewaterhouseCoopers LLP
Atlanta, GA

2:30 pm - 2:45 pm

Break

2:45 pm - 4:00 pm

General Session
Tax Provisions 101 (continued)

Instructors:

Erik J. Burgos, CPA, Esq.

State and Local Tax
General Dynamics
McLean, VA

George H. Cardon, CPA

Tax Director
PricewaterhouseCoopers LLP
Atlanta, GA

4:00 pm - 5:30 pm

Case Study - Tax Provisions

BASIC STATE INCOME TAX SCHOOL

FRIDAY, June 7, 2013

Instructors:

John M. Allan, Esq.

Partner
Jones Day
Atlanta, GA

Erik J. Burgos, CPA, Esq.

State and Local Tax
General Dynamics
McLean, VA

George H. Cardon, CPA

Tax Director
PricewaterhouseCoopers LLP
Atlanta, GA

8:30 am - 10:00 am

General Session

Researching and Documenting Findings

In this session, participants will learn basic techniques on how to research state and local tax issues and to appropriately document their research findings, including identifying issues, defining the parameters of a search, selecting the appropriate database, refining your research, knowing when to stop, and then outlining your findings and properly drafting written documents to relay your findings. The session will provide hands-on opportunities to develop research skills by applying the concepts learned in real-time.

Learning Objectives

- ▶ Identify state income tax issues that warrant research
- ▶ Determine the scope of the research to be done based on the materiality of the tax issue
- ▶ Identify potentially helpful tax research materials in hard copy and on the internet
- ▶ Develop a plan for researching an issue
- ▶ Document research findings in an appropriate manner

Instructors:

Duane W. Dobson, Jr., CMI, CPA

Managing Director, State and Local Tax
Grant Thornton LLP
McLean, VA

BASIC STATE INCOME TAX SCHOOL

FRIDAY, June 7, 2013 - continued

Mark A. Loyd, Esq.

Partner, State and Local Tax Team Chair
Bingham Greenebaum Doll LLP
Louisville, KY

10:00 am - 10:15 am **Break**

10:15 am - 11:15 am General Session

Ethics

Unethical conduct on the part of sports and entertainment celebrities, government officials and business leaders continues to make headlines. Violations affect not just the offending individual, but families, colleagues, employers, clients and the profession at large. The publication and enforcement of a Code of Ethics is central to IPT's mission as an organization promoting the integrity of the SALT profession and the members of the public who use our services. This class examines the provisions of the IPT Code in the context of real-life scenarios with which state and local tax professionals are confronted. Emphasis is given to recent amendments to the Code and a discussion is included of the procedures followed when a complaint is filed.

Learning Objectives

- ▶ Develop an understanding of the role of ethical canons in the SALT profession
- ▶ Become familiar with the IPT Code of Ethics
- ▶ Learn the procedures for reporting and responding to complaints alleging a violation of the IPT Code

Instructors:

Glenn C. McCoy, Jr., Esq.
New York, NY

Shirley K. Sicilian, Esq.
General Counsel
Multistate Tax Commission
Washington, DC

11:15 am - 12:15 pm **Quiz**

BASIC STATE INCOME TAX SCHOOL

PROGRAM COMMITTEE

John M. Allan, Esq.

Partner
Jones Day
Atlanta, GA

Mary T. Benton, Esq. Co-Chair

Partner
Alston & Bird, LLP
Atlanta, GA

Frank J. Gallo, CMI, Esq. Co-Chair

Partner
Reed Smith LLP
Philadelphia, PA

Robert S. Goldman, CMI, Esq.

Partner
Madsen Goldman & Holcomb, LLP
Tallahassee, FL

Mark A. Loyd, Esq.

Partner, State and Local Tax Team Chair
Bingham Greenebaum Doll LLP
Louisville, KY

Glenn C. McCoy, Jr., Esq.

New York, NY

Matthew D. Melinson, CPA

Partner, State and Local Taxes
Grant Thornton LLP
Philadelphia, PA

David J. Shipley, CMI, Esq.

Partner
McCarter & English, LLP
Philadelphia, PA

Aaron M. Young, CMI, Esq.

Partner
Reed Smith LLP
New York, NY

BASIC STATE INCOME TAX SCHOOL

REGISTRATION INFORMATION

Registrations must be submitted in advance through the IPT office and are accepted on a first-received basis. Enrollment is limited to IPT members or employees of companies who have members in IPT. **PLEASE NOTE:** If a faxed application, received by IPT, is accepted (acceptance letters will be sent), and the person declines the acceptance, there will be a \$100 cancellation penalty imposed. There will also be a substitution fee if someone other than the original applicant attends.

In order to encourage early registration, a discount of \$25.00 is available to those who register on or before May 3, 2013. The fees (U.S. funds) are:

Payments received on or before May 3, 2013*:

\$795 (Individual personally holding membership in IPT)

\$995 (Individual does not hold membership, but company/firm has members in IPT)

Payments received after May 3, 2013*:

\$820 (Individual personally holds membership in IPT)

\$1,020 (Individual does not hold membership, but company/firm has members in IPT)

*For any payment received after May 3, 2013, the \$25.00 discount does not apply. This includes faxed registration forms received without payment prior to this date.

If the registrant so elects, he/she may join as an Associate Member (if company already has IPT members) for annual dues payment of \$275 (nonrefundable), and will be eligible for the reduced school fee of \$795. Please see registration form.

The following credit cards can be used: American Express, VISA and Master Card. In order for credit card to be processed, it is important that the information requested on the registration form is filled out completely. Make check payable to: Institute for Professionals in Taxation and remit to: 1200 Abernathy Road, N.E., Building 600, Suite L-2, Atlanta, GA 30328.

Cancellation/Substitution Policy

Refunds, subject to a cancellation charge of \$100, will be made upon written notification of cancellations received on or before May 17, 2013. There is also a substitution charge of \$40 on or before May 3rd, \$50 after that date. For more information regarding administrative policies such as complaint and refund, please contact our office at 404.240.2300.

ACCOMMODATIONS

Registrants for this program are expected to reside at the Georgia Tech Hotel and Conference Center. Reservations may be made by calling the Reservation office at 1-800-706-2899 (reference the IPT Tax School room block). Reservations should be made with the hotel by May 10, 2013, to ensure receiving the group rate. After this date, or once the room block is filled, reservations requested will be on a space available basis. The package rate for this program is \$1,302.65 including taxes for single or #1,002.50 per person for double occupancy. Package includes: Dinner on Sunday night; 5 nights lodging (Sunday-Thursday); breakfast Monday - Friday; Lunch Monday - Thursday. Check-in time is 3:00 pm and check-out time is 12:00 pm. The hotel accepts cash, major credit cards, or travelers checks. In order to guarantee a reservation, a deposit equivalent to one night's room and tax or the guarantee of the same by a major credit card is required. Please check with the hotel regarding their cancellation policy.

There is a \$600.00 supplemental registration fee for local registrants not staying at the Georgia Tech Hotel and Conference Center under IPT's group package.

Classes for the Basic State Income Tax School are being held at the Georgia Tech Conference Center.

THE 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. There is a subway station (MARTA) at the airport which has a stop four blocks from the hotel.

The IPT registration desk will be open from 3:00 - 6:30 p.m. on Sunday, June 2, 2013, at the Georgia Tech Hotel and Conference Center. Registrants should pick up their materials at that time.

BASIC STATE INCOME TAX SCHOOL

GENERAL INFORMATION

Quizzes will be given during the week, with a final quiz on Friday. A cumulative passing score must be realized on the quizzes for successful completion of the school. The final quiz must be taken Friday at the scheduled time, so travel arrangements should be made accordingly. **No exceptions can be made to taking the quiz at the stated time on Friday.**

Fluency in English is required for successful completion of this course. Foreign language dictionaries may not be used during examinations.

Attire during the day is business casual.

Photos will be taken at this event to use in publications on the IPT website and in organizational and individual photo albums.

Continuing Education Credit

Approximately 39.5 continuing education credits (including 1 IPT Ethics credit) 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 forms to the IPT office or utilize the standardized form provided by the Institute.

As required by regulatory agencies, IPT must verify individual attendance at sessions in order to grant Continuing Education Credits. Each attendee's name badge has a unique barcode that identifies that individual. In order to obtain CE credit, the individual must have his or her bar-coded badge scanned during the first 15 minutes of each session. No credit for the session will be given to un-scanned attendees. Lost name badges should be reported immediately to an IPT staff member for a replacement. All attendees will receive a Certificate of Attendance with a record of their scanned attendance.

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 submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org.

CMI Designation—Income Tax

The Institute for Professionals in Taxation's designation, Certified Member of the Institute (CMI), is available to anyone who meets specific educational requirements, has five years of income tax experience, and is currently an income tax member in good standing of the Institute. The educational requirements to achieve the CMI Income Tax professional designation include successful completion of IPT's Advanced Income Tax School, IPT's Income Tax Symposium and either the IPT/ABA Income Tax Seminar or the Income Tax track at IPT's Annual Conference. Other educational credits, which may be obtained by attending additional programs such as other income/franchise tax courses, are required. A description of acceptable courses can be found in the CMI brochure and application.

Successful completion of both the written and oral CMI examinations is required. The CMI requirements and the CMI Candidacy Application can be downloaded from the IPT website at: www.ipt.org or you may contact the IPT office at 404.240.2300.

Prerequisites:	Less than 5 years' experience
Recommended Field of Study:	Taxation (Income Tax) Regulatory Ethics
Program Level:	Basic
Instructional Method:	Group Live
Advance Preparation Required:	None