



REGISTER TODAY!

Training right from your own desk!

Three Webinar dates:

November 9, 2011

December 7, 2011

January 18, 2012

MUNICIPAL STATISTICS E-FILING WEBINAR

THINGS YOU MUST KNOW ABOUT THE PROCESS

In fiscal year 2009-2010, the Governor's Center for Local Government Services began a proactive approach to the e-filing of all required forms – the Tax Information Form, Elected and Appointed Officials Form, the Survey of Financial Condition and the Municipal Annual Audit and Financial Report.

School districts were the first to comply with this requirement, and were followed by county government in 2010. DCED has now prepared a plan for the e-filing of the four DCED forms within all 2,562 municipalities in PA. This plan, which will begin immediately, will continue over the next four years.

To aid municipalities with this new e-filing requirement, a Webinar Training Series sponsored by the PA Local Government Training Partnership will be held from noon to 1:30 PM. Three dates will be offered – November 9, 2011, December 7, 2011 and January 18, 2012 – the information presented at each will be the same. The sessions will inform participants of the registration process and give step-by-step instructions on how to e-file the Tax Information Form, Elected and Appointed Officials Form, the Survey of Financial Condition and the Municipal Annual Audit and Financial Report.

Advantages of e-filing:

- Instantly and accurately transmit your DCED forms and reduce filing time
- Easily access your current and previously e-filed forms
- Save your time and eliminate postage costs associated with forms filing

The DCED Municipal Statistics system requires Microsoft Internet Explorer 6.0 or later.

REGISTRATION – There is no registration fee to participate in this Webinar, however, you must register to receive log-in information. To register, go to www.palocalgovtraining.org and click on the Course Calendar to select the date of your choice. Additional details along with a registration link will be listed for the webinar.

WEBINAR INSTRUCTIONS:

To view this webinar, you must have a high-speed Internet connection, a computer with speakers and access to a telephone. Depending on your bandwidth, you may experience sound quality issues. If this is the case, you will need to access the audio portion of the webinar through your phone using a long distance telephone call, the charges for which you will be responsible. This will be the only fee associated with the webinar; there is no registration fee.

LOG-IN:

Log-in information will be emailed to all registrants one day prior to the Webinar date.