

**Governor's Center for  
Local Government Services**

**TRAINING PROGRAM**

**Local Government  
Administration Series**

**ACT 32 TAX OFFICER  
"REQUIRED"  
Training and Educational Program**

**Act 32, Local Earned Income Tax Collection: TAX OFFICER TRAINING NOW AVAILABLE!**

Act 32, local earned income tax reform legislation as enacted on July 2, 2008, provides for the restructuring of the current local earned income system by establishing sixty-nine Tax Collection Districts within the Commonwealth and incorporating significant compliance and oversight requirements. Any individual or entity designated as the TAX OFFICER for the Tax Collection District must complete the mandatory education program as a precursor to their appointment. Completion of the training component and successful passage of the certification exam will fulfill the conditions for initial appointment as TAX OFFICER.

Offered as a computer-based training module, the course will address the primary responsibilities of the TAX OFFICER, as well as, statutory obligations associated with implementation of the Act. It is crucial that anyone desiring to serve as a TAX OFFICER or individuals, who may actively participate in the various responsibilities associated with this legislation reform, take advantage of this training program.

The training component of this program is self-directed. Within two business days of registering, participants will receive instructions to log into the on-line curriculum. The two-hour exam will be offered in the morning and afternoon on two separate dates at the testing site listed below.

*It is strongly recommended that individuals complete the on-line training curriculum prior to taking the exam. The educational component of this program will NOT be offered at the testing sites. Anyone who intends to take the exam when registering for the training program must be sure to select the desired location AND time and remit the appropriate fees.*

- Online training course curriculum purchase only - \$100.00**
  
- August 11, 2010 PSATS Training Center – TESTING SITE**
  - 10am -12pm                       1-3pm
  - 4855 Woodland Drive, Enola, PA 17025
  - (717) 763-0930 [www.pasts.org](http://www.pasts.org)
  
- August 18, 2010 PSATS Training Center – TESTING SITE**
  - 10am -12pm                       1-3pm
  - 4855 Woodland Drive, Enola, PA 17025
  - (717) 763-0930 [www.pasts.org](http://www.pasts.org)

**Registration:** The cost to purchase the online training course is \$100.00. The cost, per person, to take the exam, is \$350. Checks should be made payable to 'PSATS' and mailed along with the registration form to: PSATS, 4855 Woodland Drive, Enola, PA 17025 or register on-line at [www.palocalgovtraining.org](http://www.palocalgovtraining.org) and click on Local Government Administration Series.

**Cancellations** received less than 10 working days before the testing date are subject to a \$20 penalty. Those received within 48 hours of the date or do not show up at all forfeit the full registration fee, and, if unpaid, will be invoiced.

Full Name \_\_\_\_\_  
Position/Title \_\_\_\_\_  
Municipality & County \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Accessibility & Other Needs \_\_\_\_\_