

2011 Registration Form

Best Practices in Tax Collection

Please print the information requested. You may copy this form as needed.

Nickname or Badge Name _____

Name _____

Position/Title _____

Municipality and County _____

Address _____

City _____ State _____ Zip Code _____

Daytime Telephone No. _____ Fax _____

*Evening Telephone No. _____

E-mail _____

Accessibility & Other Needs _____

Is Registrant a Municipal Official? Yes No

*For contact regarding course cancellations that may occur after business hours.

Course Locations:

Please be sure to mark the session you wish to attend.

- May 18 / Mercer County
- May 19 / Huntingdon County
- May 19 / Lehigh County
- May 25 / Centre County
- June 7 / Lancaster County
- June 8 / Lackawanna County

Registration Fee:

(includes tuition, materials, and lunch)

- \$80

Register Online at www.palocalgovtraining.org
or send registration and fee
(checks made payable to PSATS) to:

**The Pennsylvania State Association
of Township Supervisors**
4855 Woodland Drive
Enola, PA 17025

Dates & Locations

If you need directions to any of the locations, please visit the facility's Web site or call the facility at the telephone number listed below.

- May 18, 2011**
MERCER COUNTY
 Hampton Inn & Suites
 4 Holiday Blvd.
 Mercer, PA 16137
 (724) 748-5744
www.grovecitysuites.com
hamptoninn.com
- May 19, 2011**
HUNTINGDON COUNTY
 Lake Raystown Resort &
 Conference Center
 3101 Chipmunk Crossing
 Entrinken, PA 16638
 (814) 658-3500
www.raystownresort.com
- May 19, 2011**
LEHIGH COUNTY
 Four Points Sheraton
 Hotel & Suites Allentown
 Airport
 3400 Airport Road
 Allentown, PA 18109
 (610) 266-1000
www.starwoodhotels.com
- May 25, 2011**
CENTRE COUNTY
 Toftrees Resort &
 Conference Center
 One Country Club Lane
 State College, PA 16803
 (814) 234-8000
www.toftrees.com
- June 7, 2011**
LANCASTER COUNTY
 Best Western Eden Resort
 222 Eden Road
 Lancaster, PA 17601
 (717) 569-6444
www.edenresort.com
- June 8, 2011**
LACKAWANNA COUNTY
 Nichols Village Hotel &
 Spa
 1101 Northern Blvd.
 South Abington
 Township, PA 18411
 (570) 587-1135
www.nicholsvillage.com

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PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

County Commissioners Association of Pennsylvania
 Pennsylvania League of Cities and Municipalities
 Pennsylvania Municipal Authorities Association
 Pennsylvania State Association of Boroughs
 Pennsylvania State Association of Township Commissioners
 Pennsylvania State Association of Township Supervisors

This program is presented in cooperation with the Governor's Center for Local Government Services with funds from the annual appropriation from the General Assembly to the Department of Community and Economic Development. Trainees are admitted without regard to race, color, age, sex, religion, political affiliation, national origin or disability.

PA LOCAL GOVERNMENT TRAINING PARTNERSHIP

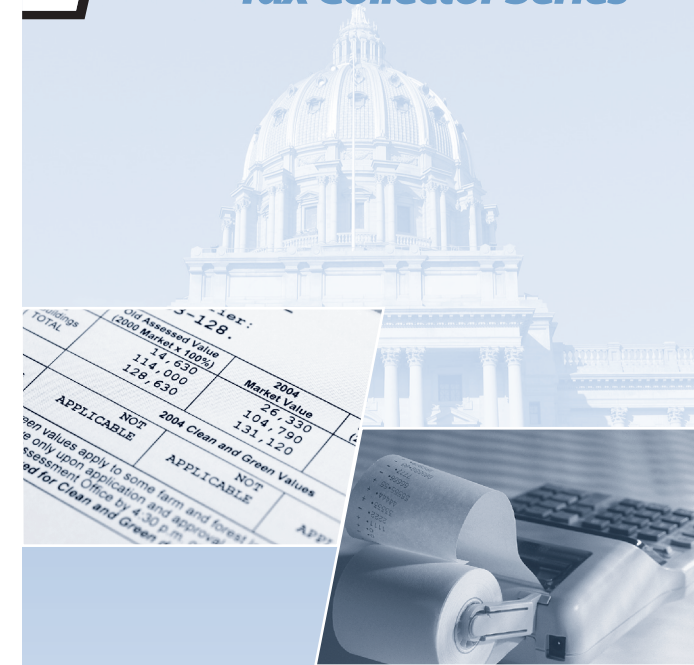
4855 Woodland Drive
Enola, PA 17025

RETURN SERVICE REQUESTED

Governor's Center for Local Government Services

TRAINING PROGRAM

Tax Collector Series



Best Practices in Tax Collection

May - June 2011

The Governor's Center for Local Government Services has certified this course for six continuing education credits for Municipal Tax Collector Qualification.

pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT



Best Practices in Tax Collection

As a municipal tax collector, you have many legal obligations and financial responsibilities to meet in a timely manner. This course will help you identify and track the current and future tax collection processes in Pennsylvania.

Whether you are a seasoned tax collector or newly elected/appointed to the position, you won't want to miss this course.

This full-day session has been developed to provide you with all six of your continuing education credits at one time.

The Municipal Tax Collector Qualification Program

Under Act 25 of 2001, and updated under Act 80 of 2006, the Pennsylvania Department of Community and Economic Development, specifically the Governor's Center for Local Government Services, was given the authority to establish a basic training, continuing education, examination, and qualification program for tax collectors throughout the commonwealth.

Achieving the status of qualified tax collector can set you apart from your peers as someone who has reached a level of excellence and achievement. For more information on the Municipal Tax Collector Qualification Program, call the Governor's Center for Local Government Services toll-free at (888) 223-6837.

Instructors

- **William Beardsley Jr.**, President
State Tax Collectors Association
- **Janis Creason**, Treasurer
Dauphin County
- **Emiline Weiss**, President Emeritus
State Tax Collectors Association

Outline

During this course, instructors will engage attendees in discussion on the following subject areas:

- **Review of the Local Tax Collection Act and manual**
- **Common pitfalls for the tax collector**
- **Process improvement**
- **Computer and data security**
- **Data management**
- **How to handle unclaimed property**
- **Disabled veterans exemptions**
- **Remote deposit services**
- **Credit card processing**
- **Computerization of the tax collection office**

Who Should Attend

This course has been developed to help seasoned, prospective, and new tax collectors and deputies become more comfortable with their duties. Municipal officials and staff who want to better understand the position of the tax collector, issues that affect them, and how to deal with those issues will also benefit from the information provided during the course.

Schedule

- **8:30 a.m.** Registration
- **9:00 a.m.** Program Begins
- **Noon** Lunch (included)
- **1:00 p.m.** Program Resumes
- **4:00 p.m.** Adjourn

Inclement Weather

In the event of inclement weather, please verify that the session is taking place by calling PSATS at (717) 763-0930. If calling outside of normal business hours, enter extension 166. Session cancellations are updated by 7:00 a.m. on the day of a course.

Registration Information

The registration fee for this workshop is \$80 per person, which includes tuition, materials, and lunch.

To register, complete the form and return it to the Pennsylvania State Association of Township Supervisors (PSATS). Please be sure to indicate which session you plan to attend. Registration checks should be made payable to PSATS and mailed along with the registration form to:

PSATS
4855 Woodland Drive • Enola, PA 17025
Fax: (717) 763-9732

You may also register online at www.palocalgovtraining.org. Registrations will be accepted on a first-come, first-served basis. Please register at least two weeks prior to the session. Because material is shipped to the training facility before the session, we cannot guarantee that your name will appear on the registration list if you register within three days of the session. To verify registration or for more information, please call (717) 763-0930. For information on additional courses, please visit our training calendar at www.palocalgovtraining.org.

Walk-in Registrations

Pre-registration is strongly recommended. Walk-ins are accepted on a space-available basis. Please note there are times when a session is cancelled or rescheduled. Registered attendees will be notified of schedule changes prior to the session. Call (717) 763-0930 or visit www.palocalgovtraining.org prior to the session to verify the correct date, time and location. Substitutions are permitted without notice.

Cancellation/No-Show Policy

A cancellation received less than 10 business days of the session you are registered for, is subject to a \$20 processing fee for refunds. Those who cancel within two business days of the session, forfeit the full registration fee and if unpaid, will be invoiced.

Accessibility & Other Needs

All sessions will be held at ADA-accessible locations. Please use the "accessibility needs" line to indicate alternate format, sign language requirements, or any other needs you might have.