




Executive Director
Lisa Vickers

December 21, 2011

TO: All Tax Collectors
FROM: James McAdams, Director
Property Tax Oversight
SUBJECT: Upcoming Course Offering
February 27 – March 2, 2012



The following course will be offered by the Florida Department of Revenue, February 27 – March 2, 2012. This course will be held at the Hurston Towers Conference Facility in the South Tower Rooms A - D (400 West Robinson Street, Orlando, Florida 32801). All course participants are encouraged to bring a sweater or jacket to class each day as the meeting room temperature will vary.

Please note: The redesign of our course curriculum has indicated that quite often a vendor is able to provide the most current and up to date information to course participants. Prior to finalizing a vendor as a course presenter, the Property Tax Oversight Training Team requires that a waiver be signed preventing any solicitation or product promotion.

CANCELLATION POLICY

The following course cancellation policy will be in effect beginning January 1, 2009. In order to qualify for a refund course cancellations must be called or emailed in to the Property Tax Oversight Training Team by the last business day prior to the course start date.

FEBRUARY 27 – MARCH 2, 2012 COURSE DESCRIPTION

TCC 501 - Duties & Responsibilities of a Tax Collector in Florida

This course teaches the primary responsibilities of the tax collector as a constitutional officer. It covers responsibilities for sound financial management and reviews the primary duties relating to each state agency for which the tax collector serves as an agent. It introduces basic property tax concepts, occupational licenses and tourist development taxes, and the process for producing the tax bill. There is also an overview of the ethics and public relations laws in Florida and how they relate to the tax collector's office. Course capacity: 56

Early Registration Fee: \$600 Registration Fee: \$650

Child Support Enforcement – Ann Coffin, Director • General Tax Administration - Jim Evers, Director
Property Tax Oversight - James McAdams, Director • Information Services - Tony Powell, Director

www.myflorida.com/dor
Tallahassee, Florida 32399-0100

COURSE LOGISTICS & ACCOMMODATIONS

A valid photo ID and signature is required for entrance to the Hurston Towers conference facility. A parking garage is attached to the facility. There is also metered parking along the street. The course will be held in the SOUTH tower, rooms A- D.

A block of rooms has been reserved at the Sheraton Downtown Orlando (400 West Livingston Street, Orlando, Florida 32801). This hotel is located 0.15 miles from the conference facility. The blocked rooms are known as "run of the house" which means that other than requesting single/double, you will be placed in a room that is available upon arrival. All reservations must be guaranteed with a major credit card or accompanied by the first night room deposit. Please note: The State of Florida's Auditor General has determined that tax is due on room rentals for government employees unless the room is paid for directly by a government issued credit card or check along with the corresponding tax-exempt certificate in the name of the same government entity.

Please make your reservations directly with the hotel NO LATER THAN January 27, 2012 and indicate that your reservation is for the Florida Department of Revenue Tax Collector School in order to receive our group rate of \$120.00 single/double occupancy per night. This rate includes a full buffet breakfast and parking (valet). If special accommodations are needed in the classroom or hotel, please contact Meghan Miller at millerm@dor.state.fl.us. Reservations may be made via phone by contacting reservations at the following number: 800-574-3160.

REGISTRATION

You may register and pick up course materials Sunday, February 26, 2012 between 5:00 p.m. and 7:00 p.m. at the Sheraton Downtown Orlando or Monday, February 27, 2012 at the Hurston Towers Conference Facility, South Tower Rooms A - D between 8:00 a.m. and 8:30 a.m.

PAYMENT

Paid registrations postmarked January 27, 2012 or earlier qualify for the early registration fee, those postmarked after January 27, 2012 must remit the full registration fee. All registrations must be received prior to February 15, 2012. After this date, please contact Meghan Miller at 727/538-7312 to inquire about space availability in courses.

Checks should be made payable to the Florida Department of Revenue and mailed to the following address:

Property Tax Oversight Training Team
Post Office Box 3294
Tallahassee, Florida 32315-3294

JM/mdm

Attachments: Tax Collector Course Enrollment Form
Fee Transmittal Form

Tax Collector Course Enrollment Form

TCC 501 TCC 502 TCC 503 TCC 504
 CEW FIN MGT PTO-001B PTO-002
 PTO-003

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor Name:	Supervisor Email:
Course Number:	Course Date:

TCC 501 TCC 502 TCC 503 TCC 504
 CEW FIN MGT PTO-001B PTO-002
 PTO-003

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor Name:	Supervisor Email:
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TCC 501 TCC 502 TCC 503 TCC 504
 CEW FIN MGT PTO-001B PTO-002
 PTO-003

Name:	E-mail:
Title:	Office:
Emergency Contact:	Emergency Contact Phone Number: (Day) (Night)
Supervisor Name:	Supervisor Email:
Course Number:	Course Date:

Please return this form w/a fee transmittal form. Make check payable to: Florida Department of Revenue
 Mail payment to: PTO Attn: Training Team/Post Office Box 3294/Tallahassee, Florida 32315-3294

Training Team Fee Transmittal Form

Please make check(s) payable to:
Mail to:

The Florida Department of Revenue
Property Tax Oversight
Attn: Training Team
Post Office Box 3294
Tallahassee, Florida 32315-3294

Submitted by: _____ (Office/Jurisdiction)

- Property Appraiser
- Tax Collector
- Property Tax/Department of Revenue

Please fill in the dollar amount for each category on the space provided below.
Remittance for:

Tuition	\$ _____	Continuing Education Workshop	\$ _____
Books/Materials	\$ _____	Proctor Fee	\$ _____
Dues	\$ _____	Duplicate Certificate	\$ _____
Application Fee	\$ _____	Other	\$ _____

Do not write in this space.
For validation purposes only.

Please list individual names (typed) and the purpose of the fee(s) in the space provided.

<i>Name</i>	<i>Purpose</i>
_____	_____
_____	_____
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This form must accompany all remittance submitted for designation purposes.