

MMTCTA
60 COMMUNITY DR
AUGUSTA ME 04330

Basic Excise Tax Workshop

AUGUSTA
Maine Municipal Association
Thursday, June 17, 2010



Sponsored by:
Maine Municipal
Tax Collectors'
and
Treasurers' Association
www.mmtcta.org

Basic Excise Tax

COURSE DESCRIPTION

This one-day basic course is designed to focus on the procedures of excise tax. Emphasis will be placed on how to calculate excise tax and the mil rate for various types of motor vehicles. In order to receive a certificate, you must attend the course for the entire day.

WORKSHOP TOPICS

- Price Source Manuals
- Optional Equipment
- Mil Rates
- Commercial Vehicles
- Transfers (allowable, not allowable)
- Re-registration
- Watercraft Excise Tax

LOCATION & DATES

Thursday, June 17, 2010 – Augusta
Maine Municipal Association

TIME

Registration: 8:30 a.m.
Workshop: 9:00 a.m. to 3:30 p.m.

INSTRUCTOR

Gilberte Mayo, Treasurer, Town of Lincoln

FEE

\$50.00 per person - MMTCTA Members
\$60.00 per person - Non-Members
Registration fee includes lunch, coffee breaks and materials.

Membership is \$15. Consider joining. Visit our website at www.mmtcta.org for membership information.

CERTIFICATION

The Basic Excise Tax course is an MMTCTA required course for certification. At the end of each course, participants will receive a certificate of completion.

NOTE: It may be helpful if you can bring your automobile and truck reference books.

The 2009 MMTCTA Excise Tax Manual is now available. You can download it FOR FREE off the MMTCTA website at: www.mmtcta.org. It would be helpful to have this new manual for this workshop.

REGISTRATION

To register, please fill out the attached registration form and mail it with payment to: MMTCTA, 60 Community Drive, Augusta, ME 04330, or fax your registration to 626-5947. You may also register online at www.memun.org.

QUESTIONS/CANCELLATIONS

If you have any questions, or wish to cancel, call Affiliate Services at 1-800-452-8786 (Augusta area 623-8428). Notification must be given at least 72 hours before the session begins to obtain a refund (minus processing fee). All cancellations are subject to a \$10.00 administrative fee for processing. **A minimum of 30 in attendance is required in order for this workshop to be held.**

MISSION STATEMENT

The Maine Municipal Tax Collectors' and Treasurers' Association shall provide leadership, education and resources to achieve professionalism, uniformity of processes and networking opportunities.

PLEASE BRING YOUR CALCULATOR, A COPY OF THE MMTCTA EXCISE TAX MANUAL AND THE JANUARY 2008 VERSION OF THE AUTOMOBILE RED BOOK AND THE TRUCK BLUE BOOK.

*** CLASS IS LIMITED TO 50 ATTENDEES**

Basic Excise Tax

Please register the following person(s) from _____ for the Basic Excise Tax Workshop

FULL NAME : _____ FEE: \$ _____

EMAIL: _____

We would like to e-mail your confirmation information. Please be sure to fill in your e-mail address.

FULL NAME : _____ FEE: \$ _____

EMAIL: _____

BILLING ADDRESS : _____ TELEPHONE: _____

Location: AUGUSTA – Thursday, June 17, 2010

Mail all Registration Forms to: Basic Excise Tax Workshop

MMTCTA

60 Community Drive, Augusta, ME 04330

TOTAL FEE: \$ _____

Fax form to: 207-626-5947

Register online at: www.memun.org

ATTENDING

To ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

MAKE CHECKS PAYABLE TO MMTCTA