

upcoming MTA workshop

REGISTRATION INFORMATION

Treasurers' Guide to Tax Collection

Whether you are a seasoned treasurer, newly elected or anything in between, this full-day workshop is a must! Collecting property taxes is a highly visible function of the township treasurer's office. It comes with significant responsibility not only for the large amount of money collected but also for compliance with the General Property Tax Act.

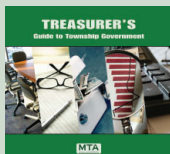
MTA Consultant Cindy Dodge offers expert insights:

- Preparation of the tax bill
- Summer taxes
- Winter taxes
- Accounting for and disbursement of collections
- Settlement
- Delinquent personal property tax
- Applicable laws, "best practices" and more

Also appropriate for deputy treasurers and any member of your township team who has some responsibility in the property tax collection process.

All participants will receive the Treasurer's Record Retention Schedule #29, the Accounting Procedures Manual for Local *Units of Government in Michigan*, and examples of what the tax bill can include to reduce taxpayer misunderstandings, cut through the confusion and reduce your call volume.

Continue learning:



Attendees may purchase the 2024 edition of MTA's *Treasurer's Guide to Township Government* on site at the discounted rate of \$36.55. Pre-purchased guidebooks will be distributed at check-in. Additional copies will be available on site while supplies last.

Attendees earn full chapter credit towards *Chapter 11: Tax Collecting* in MTA's *Red Book Ready* program. Are you 'ready' to learn more? Visit bit.ly/MTA-RBR



Event Details

Light breakfast will be available at registration which begins at 8:30 a.m. Lunch is served at noon and class is held from 9 a.m. to 4 p.m. on:

Nov. 24: Treetops Resort Conference Center, Gaylord

Dec. 2: M-TEC at LCC West Campus, Lansing

Tax Collection Registration Form — — — — —

Township and County

Name and Title Purchase Treasurer's Guidebook: ☐ Yes ☐ No

Name and Title Purchase Treasurer's Guidebook: ☐ Yes ☐ No

Payment Options:

- ☐ Check enclosed (payable to MTA) OR ☐ Invoice my township (members only)
☐ Charge to: (circle one) MasterCard VISA

Card # CSV (3-digit code) Expires

Print Card Holder's Name Signature

Choose location:

- ☐ Nov. 24: Treetops Resort Conference Center, Gaylord
☐ Dec. 2: M-TEC at LCC West Campus, Lansing

► **Early-bird Rate***: \$130/person

Expires two weeks prior to event date

► **Regular Rate***: \$160/person

Applies two weeks prior to event date and on-site

_____ (# registered) x \$_____ (rate*) = \$_____

_____ (# of books) x (\$36.55/book*) = \$_____

AMOUNT ENCLOSED = \$_____

*Confirmations will be sent via email to individual registrants.
To add or update an email, contact MTA at (517) 321-6467, ext. 231
or email database@michigantownships.org*



Send your completed registration form to MTA, P.O. Box 80078, Lansing, MI 48908-0078;
fax to (517) 321-8908, email rebecca@michigantownships.org or register online at www.bit.ly/twptraining.
Need event registration assistance? Call (517) 321-6467, ext. 226. For other event-related questions, use ext. 234.