

Driving Directions & Locations

Tuesday, November 22:

Lansing Community College—West Campus

M-TEC Building (near Creyts Rd, not downtown)
5708 Cornerstone Dr., Lansing (517) 483-9300

From I-496: Take the southbound Creyts Rd. exit and head south. In about one-half mile, turn left onto Mt. Hope Hwy. Turn left onto Sanders Rd. (next to the Chapman Insurance Agency), and follow it to the M-TEC building. Use the main entrance, located at the circular tower. The meeting room will be to your right as you enter the building.

Need lodging? Several hotels are available nearby; visit <https://bit.ly/LCCWestHotels> for details.

Tuesday, November 29:

Treetops Resort

3962 Wilkinson Rd., Gaylord (866) 348-5249

From I-75: Take Exit 282 and follow M-32 east through Gaylord to Wilkinson Rd. Turn left onto Wilkinson Rd. and travel east to the resort, which will be on your left. Continue down the drive, past the tennis courts and turn right. Proceed down the hill; the meeting will be held in the Conference Center.

Need lodging? Call Treetops directly using the number above and let them know you're attending this MTA event.

Special needs

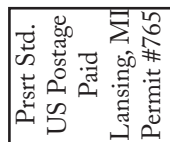
Participants with special needs (dietary, accessibility) should contact MTA in advance by phone (517) 321-6467 ext. 230 or email kristin@michigantownships.org.

Cancellations & Substitutions

Written cancellation requests received at the MTA office by Nov. 8 will receive a full refund. In-person event “no shows” or those who cancel after Nov. 8 will be given online access to a recorded version. No refunds will be issued after Nov. 8 without extenuating circumstances. You may substitute another individual from your township without incurring a charge; please notify MTA of the change.

MTA's *New Officials Training* coming in December!

Designed for newly elected officials and those assuming a new role on the township board. Provides an overview of the “hows and whys” of township government as well as the duties and responsibilities of each office. Additional information available at www.michigantownships.org.



512 Westshire Drive
P.O. Box 80078
Lansing, MI 48908-0078

One last review
before taxes are due!



Treasurers' Guide to Tax Collection



Tuesday, November 22:
LCC West Campus, Lansing

Tuesday, November 29:
Treetops Resort, Gaylord

All seasoned and newly elected
treasurers (and deputies!)
are welcome.

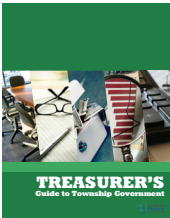
Treasurers' Guide to Tax Collection

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.

Whether you are newly elected, a seasoned treasurer or anything in between, you'll find value in this full-day event which includes discussion on:

- Getting started
- Preparation of the tax bill
- Summer taxes
- Winter taxes
- Accounting for and disbursement of collections
- Settlement
- Delinquent personal property tax

You won't want to miss this review of applicable laws, "best practices" and so much more! Ample time for questions has been built in, so don't be shy. **This workshop is 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 and the *Accounting Procedures Manual for Local Units of Government in Michigan*.



Continue the learning process

The registration fee* includes continental breakfast, lunch and all handout materials. Attendees may also purchase MTA's *Treasurer's Guide to Township Government*—a 185-page essential resource for all township treasurers in Michigan—at the discounted rate* of \$34.50 when registering for the class. The books will be distributed at check-in and additional copies will be available for sale on site while supplies last.

Here's a taste of what we'll review:

- The tax collection process
- Duties, deadlines and important dates on the tax calendar
- Summer tax deferments
- Delinquent personal property tax collection methods

Event Agenda

8:30 a.m.

Registration check-in and continental breakfast

9 a.m. to 4 p.m.

Workshop
(Includes networking lunch)

Dates and Locations

Nov. 22: LCC West Campus, Lansing

Nov. 29: Treetops Resort, Gaylord

To Register

Send completed form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078. Payment via credit card may be faxed to: (517) 321-8908. Register online at www.michigantownships.org. Questions? Call (517) 321-6467 Ext. 221.

Which location you will attend:

Nov. 22: Lansing Nov. 29: Gaylord

Township _____ County _____

Telephone _____ Email Address _____

Name & Title _____ Purchase guidebook: Yes No

Name & Title _____ Purchase guidebook: Yes No

Early-bird Rate*: Expires Nov. 8.
\$125/person (Premium subscribers pay \$100/person**)

Regular Rate*: Nov. 9 to one week prior to event
\$150/person (Premium subscribers pay \$120/person**)

Onsite Rate*: Applies one week prior to event
\$175/person (Premium subscribers pay \$140/person**)

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

_____ (# of Treasurer's Guides) x (\$34.50/book*) = \$ _____

AMOUNT ENCLOSED = \$ _____

*Rate applies to MTA members. Non-members, call for rates.

****Premium subscribers are townships that have purchased an online learning subscription to MTA Online at the Premium level. Find out if your township is a premium subscriber at www.michigantownships.org/learning/mta-online.**

NOTE: Payment must accompany form in order to be processed.

Check enclosed (payable to MTA)

Charge to: (circle one) MasterCard VISA

Card # _____ CSV (3-digit code) _____ Expires _____

Print Card Holder's Name _____ Signature _____

