

Understanding and Managing

An **INVALUABLE** one-day workshop for accounting managers, clerks, controllers, business owners, financial and purchasing professionals.

SALES & USE TAX

Save your company big bucks ... while staying out of legal hot water!

- ➔ Fully understand your *real* sales and use tax obligations.
- ➔ Are you over- or underpaying? Find out how to know for sure!
- ➔ Frustrated by how much time is involved in filing and maintaining sales tax records? Gain invaluable shortcuts that'll cut that time in half!
- ➔ Learn little known business strategies that minimize your sales tax obligations.
- ➔ Discover the most common tax mistakes ... and learn how to avoid them!

And that's just for starters! Turn to pages 4 and 5 to see your full day's agenda.

CALL 1-800-258-7246

OR ENROLL ONLINE AT

www.NationalSeminarsTraining.com!

*Presented by National Seminars Group
A Division of Rockhurst University Continuing Education Center, Inc.*

**We can bring this
TRAINING
TO YOU**



See page 5.

ARE YOU one of the many organizations OVERpaying or UNDERpaying sales and use taxes?

Chances are, if you've not attended this comprehensive workshop, you may very well be. And that puts your organization at a serious disadvantage ...

If you're OVERpaying — you're throwing money away!

And, it may be more than you think possible! Even small overpayments over time can add up to big bucks — bucks that should be going to your organization's bottom line. You and your organization work hard for your money — throwing it away just doesn't make sense.

If you're UNDERpaying — watch out for rough water ahead!

Make no mistake: The consequences of underpaying sales and use taxes can be severe. First, you can expect to undergo an excruciating audit. Next, your organization will be slapped with some potentially heavy penalties, be ordered to pay back taxes **plus** interest, and maybe even wind up with some steep legal bills. And, in some cases, you may be held personally accountable for tax mistakes (yikes!).

When it comes down to the dollars and cents that drive your organization, it pays to fully recognize your sales and use tax obligations. Attending this workshop is just a small investment of time and money, but it's a critical investment for professionals committed to achieving a healthy bottom line.

Why struggle to keep up with sales and use tax laws and regulations when this workshop gets you up to speed in just one day?

Are you struggling with sales and use tax laws and regulations? You're not alone! In fact, professionals across the nation agree that computing, tracking, and filing sales and use taxes are the toughest, most time-consuming responsibilities they face.

Perhaps you can relate to some of the most common complaints ...

"Tracking and handling sales and use taxes take a lot of time."

"The laws are confusing, varying from state to state and area to area."

"The forms are complex and often unclear."

"The rules are always changing and it's hard to keep on top of the new stuff."

"No one seems to be able to answer my toughest questions."

Sound familiar? We understand that without the proper tools and information, handling sales and use taxes can be an arduous, frustrating, seemingly impossible chore. But, it doesn't have to be that way.

Understanding and Managing Sales & Use Tax gives you the solid know-how you need to feel confident in your ability to handle the many complexities and challenges that come your way. It presents difficult concepts and confusing terminology in a clear, easy-to-understand manner, and provides you with the most up-to-date information available. We've done our homework, so you don't have to!

GOT SALES AND USE TAX QUESTIONS? WE'VE GOT ANSWERS!

- How can I be sure I'm paying all the taxes I owe?
- Where do you go to find the most current regulations regarding state and local sales taxes since they seem to be changing all the time?
- Which items and services are taxable? Which aren't?
- How do I determine whether I'm exempt from any sales and use taxes?
- I may have overpaid taxes in the past — what can I do about it now?
- What are the most common mistakes made in filing sales and use taxes and how can I avoid them?
- What items should I keep a detailed record of in case of an audit?
- We're really tight on people resources — are there any ways to streamline the tax filing process?
- The tax laws are so complicated — can you give me a plain English explanation of what they mean?
- Are there any tax breaks that my organization should be taking advantage of?
- What are the real consequences of underpaying?
- Are there any items that are taxable that I don't know about?
- Who is responsible for paying which taxes — my organization or our customers?
- Are there any legal ways to reduce my organization's tax liabilities?
- What are the most effective and efficient ways to maintain tax records?
- When do I need a tax attorney ... and what can I handle on my own?

Satisfied Customers Give Rave Reviews for National Seminars Group

"This workshop has been a refreshing experience. I've learned lots of things to apply to my work situation."

— J. Green, Belden Wire and Cable

"It amazed me how so much material from so many different avenues could be covered in so short a time period. Very encompassing, informative and enjoyable. Really great instructor!"

— B. Hovanetz, INVACARE Corp.

"I can't wait to get started with implementing some of the ideas that we shared today."

— L. Rowland, Community Health Care Plus

YOUR MONEY-BACK GUARANTEE OF COMPLETE SATISFACTION

At National Seminars Group, we've built our reputation as one of the world's top business trainers by using a simple principle: You must be completely satisfied or we'll refund your money — every penny of it.

We guarantee that the solid skills and information you'll gain at *Understanding and Managing Sales & Use Tax* will give you new insight into your job responsibilities, arm you with the know-how you need to confidently handle your sales and use tax challenges, and save you and your company time and money!

We promise you'll receive all this and more — or we'll give your money back. **GUARANTEED!**

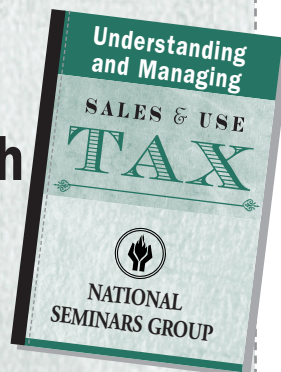
Join the Many Organizations
That Train With National
Seminars Group

YOUR COMPREHENSIVE WORKSHOP AGENDA

WORKSHOP HOURS: 9 A.M. TO 4 P.M. REGISTRATION BEGINS AT 8:30 A.M.

Nordstrom • Honeywell • Ben & Jerry's
Ice Cream • U.S. Coast Guard • Goodyear
Aerospace • Century 21 • Macy's •
McDonald's • Wal-Mart • Sprint •
Tektronix • Touche Ross • Johnson &
Johnson • National Association of
Realtors • U.S. Navy • Georgetown
University Medical Center • Atlantic
Richfield • American Bar Association •
IBM • National Geographic Society •
AT&T • Texas Instruments • Wells Fargo
• Microsoft • Aetna • Federal Reserve
Bank • McGraw-Hill • Allstate • New
Balance Athletic Shoes • Shelter
Insurance • Tyson Foods • John Deere •
Lucent Technologies • Bristol Myers
Squibb • Kraft Foods • Blue Cross Blue
Shield • Hewlett-Packard • MetLife •
Farm Bureau Insurance • Liberty Mutual
• Xerox • Merck • 3M • Commerce Bank
• Citibank • Walgreen's • Time Warner •
Sears • USDA • Hilton • Bank of America

You'll
leave with
more
than new
ideas!



As a participant in *Understanding and Managing Sales & Use Tax*, you'll receive a comprehensive softbound workbook filled with detailed charts, powerful tools, and invaluable resources that you'll reference again and again. This special bonus is offered exclusively to workshop attendees — you won't find it anywhere else!

I. DEMYSTIFYING SALES AND USE TAXES — IN PLAIN ENGLISH

- Sales and use taxes defined
- The government definition of a "sale"
- When does a "sale" occur?
- A sure way to determine which persons and businesses are taxable and which are exempt
- When are sales and use taxes applicable? Here's how to know for sure
- The sales tax return: What is it and when must it be filed?
- Deciphering your sales tax report for clearer understanding of the numbers
- How to register for a seller's permit
- When can you personally be held liable as an employee or corporate officer for sales and use tax errors?
- How interstate commerce is defined and how it affects your organization

II. HOW TO PAY ONLY WHAT YOUR ORGANIZATION OWES — AND NO MORE!

- How to contact your state board of equalization for the most current tax rate info: a listing for all 50 states
- Surefire techniques to determine which transactions are exempt from sales and use taxes
- Providing services: How to know if you're required to pay sales taxes

- Understanding when sales taxes apply to consumption of goods in manufacturing
- Which interstate commerce transactions are exempt from sales and use taxes?
- Do you pay, or do your customers: Who is responsible for which taxes?
- Taxable items that are most often overlooked by payers
- Defining sales tax applicability to software sales and usage
- An error-free method for computing exactly what your organization owes
- Understanding the consequences — and the full range of penalties — for underpaying taxes

III. SAVE BIG BUCKS BY MINIMIZING YOUR SALES AND USE TAX OBLIGATIONS

- 100% legal ways to reduce your organization's tax liabilities
- How to avoid sales taxes on delivery, freight and transportation charges
- Tips for taking advantage of the isolated or occasional sale exemptions
- Tax breaks your organization may be overlooking
- Common sales and use tax filing mistakes that can cost you — and how to avoid them
- Overpaid in the past? How to find out if you can recover any money

IV. AN OUNCE OF PREVENTION: PREPARING TO SURVIVE A SALES TAX RETURN AUDIT

- An item-by-item list of what you must keep detailed records of in case of an audit
- Effective sales tax audit strategies
- Understanding the procedures used by auditors
- Tips for taking charge of the audit
- A sampling of audit techniques for specific business transactions
- What you can do before and during an audit to make the process less excruciating for your organization — and for you!

V. ESTABLISHING A TOP-NOTCH ACCOUNTING SYSTEM TO MONITOR SALES AND USE TAXES

- Key elements needed for an error-proof tax accounting system
- How to use your system to manage taxable and nontaxable transactions
- Organization techniques and tools that help you maintain tax records efficiently
- Timesaving tips for streamlining the tax-filing process
- Software programs that can save you hours of tedious labor
- How to determine if you need a CPA or tax attorney, or if you can handle the job yourself

BRING THIS
TRAINING
TO YOUR
ORGANIZATION



ON-SITE TRAINING SERVICES:
WORLD CLASS TRAINING. GUARANTEED RESULTS.

Our On-Site Training Department can deliver this seminar — or more than 100 other cutting-edge training programs — directly to you for private, in-house training.

Over 20 years of experience allows us to create comprehensive training programs that deliver the skill sets your employees need to succeed in today's volatile business climate.

Find out how our guaranteed on-site learning solutions can benefit your organization. Call 1-800-344-4613, e-mail us at onsite@natsem.com or visit us on the web at www.NationalSeminarsTraining.com.



WHAT'S YOUR
biggest sales
and use tax challenge?

We asked this question of a number of business and accounting professionals, and the No. 1 answer was "not making mistakes"! Let's face it, handling sales and use taxes can be an enormously time-consuming, tedious job. If you're not organized and on your toes every minute, it's easy to take credit twice for something, or not take credit at all. And, there's a lot at stake when you get it wrong!

That's why attending this workshop is so essential to you and your organization — you get the answers you need to handle your sales and use taxes faster, more easily and more accurately. Bottom line: We give you the tools you need to put an end to costly mistakes!

4 MORE Powerful Reasons to Train With National Seminars Group

1. OUR SOLID REPUTATION FOR EXCELLENCE IN EDUCATION

National Seminars Group is a division of Rockhurst University Continuing Education Center, Inc. Leading professionals have turned to Rockhurst University for business training for more than 80 years. Few training organizations offer you this much experience in meeting the unique needs of the business professional.

2. OUR ACCELERATED LEARNING TECHNIQUES ENABLE YOU TO LEARN MORE IN LESS TIME

Sure, our workshops are entertaining and memorable, because learning should be fun and exciting. But the most important benefits you get from our accelerated learning presentation style are 1) you remember more, 2) you get more information in less time, and 3) you get training focused on results.

3. OUR UNPARALLELED VALUE IN TRAINING

We want to be your partner in keeping your training investment minimal, while making a powerful, lasting impact on your effectiveness. That's why every National Seminars Group workshop is affordably priced and offers a special discount for group training — when 3 enroll, a 4th can attend absolutely FREE!

4. OUR MONEY-BACK GUARANTEE

We stand behind every program we present — not with mere words, but with this ironclad promise: If you are unsatisfied in any way with the quality of instruction or information you receive, we'll refund your entire enrollment fee. At National Seminars, when we say "Satisfaction Guaranteed," we mean it!

FROM OUR RESOURCE CENTER ...



The Ultimate Resource Toolbox for Accounts Payable Professionals!

Have the latest information on handling accounts payable and the sales tax process right at your finger tips. **The Ultimate Resource Toolbox for Accounts Payable Professionals** will make solving your accounts payable problems a snap. Don't wait, purchase this package today!

2008 Guide to Sales and Use Taxes (Hardback)
This handbook explains the major features of the sales and use taxes imposed by 46 states and the District of Columbia.
Major Money-Saving Strategies for Accounts Payable (1 60-minute Audio CD)
Master the most misunderstood ... and most underused ... money-saving strategies for accounts payable.

Item No. SUTX0408 ... Retail Price \$287
Your Price: \$254 (You save \$33)

Satisfaction 100% Guaranteed!

To order, call 1-800-258-7246 or see order form on page 7.

TO ENROLL ...



Register online at
www.NationalSeminarsTraining.com



or call toll-free
1-800-258-7246



or fax the completed
registration form to
1-913-432-0824



or mail the registration form to:
National Seminars Group
P.O. Box 419107
Kansas City, MO 64141-6107

REGISTRATION INFORMATION

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation. If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions. RUCEC is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Tax Deduction. The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

FED ID #43-1576558

REGISTRATION FORM

1. Enrollment Fee

Group Discount: When 3 enroll from your organization, a 4th attends FREE!

2. Names of Attendees

(Please list additional registrations on a separate sheet and attach.)

1. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____
2. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____
3. Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____
4. (FREE!) Mr./Ms. _____ Title _____
E-Mail Address _____
City/Event # _____

Please send me _____ copies of *The Ultimate Resource Toolbox for Accounts Payable Professionals* (Item No. SUTX0408) at \$254 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$6 for first item; \$1.50 for each additional item; express extra. Method of payment is indicated in step 5.

3. Company Information (Please Print)

*Phone required in case of last minute changes.

Organization _____
Address _____ Mail Stop _____
City _____ State _____ ZIP _____
Approving Supervisor: Mr./Ms. _____
E-Mail Address _____
*Phone _____
**Fax _____
**Your fax number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area.

4. VIP Privileges Program – Join Today!

Join our *VIP Privileges Program* and enjoy exclusive discounts and benefits. We'll fax you and your organization first notice of upcoming events in your area, special discounts up to 50% and offers available to members only.

Sign here to join

By signing, you and your organization are giving permission for RUCEC to use your fax number to notify you and your organization of upcoming seminars in your area and provide you and your organization with special discounts and offers.

5. Method of Payment

- If you have registered by phone, please record your confirmation number here:

- Check payable to National Seminars Group is enclosed.
- Charge to: MasterCard VISA American Express Discover Diners Club
Card No. _____ Exp. Date _____
Signature _____
- Bill my organization; Attn: _____
(Note: Full registration fee due and payable prior to start of workshop)
- Our purchase order is attached (government, educational and health care organizations only)

6. Important: Your VIP Customer Number

□ □ □ □ - □ □ □ □ □ □ - □ □ □ □ □ □

Fill in your VIP Customer Number as it appears above the name on the mailing label.
(Record the number even if the label is addressed to another individual.)

SD, CT and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: _____ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m. Registration begins at 8:30 a.m.

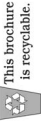




NATIONAL SEMINARS GROUP
 P.O. Box 419107 • Kansas City, MO 64141-6107
A Division of Rockhurst University Continuing Education Center, Inc.

Need to correct name, title or address? Did you receive duplicate brochures or want to be removed from our list? Please fax the mailing label with corrections to (913) 432-0824 or mail to us at 6901 West 63rd Street, Shawnee Mission, KS 66201-1349, Attention: List. Allow 15 weeks for processing.

Nonprofit
 U.S. Postage
 PAID
 Rockhurst University Continuing
 Education Center, Inc.



Time-Sensitive Material

Understanding and Managing

An **INVALUABLE** one-day workshop for accounting managers, clerks, controllers, business owners, financial and purchasing professionals.

SALES & USE TAX

Save your company big bucks ... while staying out of legal hot water!

- Fully understand your *real* sales and use tax obligations.
- Are you over- or underpaying? Find out how to know for sure!
- Frustrated by how much time is involved in filing and maintaining sales tax records? Gain invaluable shortcuts that'll cut that time in half!
- Learn little known business strategies that minimize your sales tax obligations.
- Discover the most common tax mistakes ... and learn how to avoid them!

And that's just for starters! Turn to pages 4 and 5 to see your full day's agenda.

CALL 1-800-258-7246
OR ENROLL ONLINE AT
www.NationalSeminarsTraining.com!

Powered by National Seminars Group
 A Division of Rockhurst University Continuing Education Center, Inc.

We can bring the TRAINING TO YOU!
See page 2.

VIP #919-118101-001

Understanding and Managing

An **INVALUABLE** one-day workshop for accounting managers, clerks, controllers, business owners, financial and purchasing professionals.

SALES & USE TAX

Save your company big bucks ... while staying out of legal hot water!

CALL 1-800-258-7246 OR ENROLL ONLINE AT
www.NationalSeminarsTraining.com!