

Driving Directions & Locations

Tuesday, November 13:

Okemos Conference Center

2187 University Park Dr., Okemos (517) 381-7300

From I-96: Take Exit 110 and head north on Okemos Rd. Turn right onto University Park Dr. In about a quarter-mile, turn right (past the Best Western) and proceed past the Comfort Inn. The Conference Center is located at the back of the parking lot.

Lodging is available at the Comfort Inn, 2187 University Park Dr., Okemos, (517) 347-6690

Wednesday, November 14:

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.

The meeting will be held in the main lodge, which is on your right as you enter the grounds, on level two.

Lodging and special needs

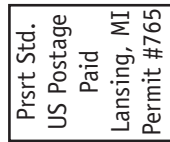
Discounted lodging is available; contact the hotel listed above and let them know you are attending this MTA event. Participants with special needs (dietary, accessibility) should contact MTA in advance at (517) 321-6467 or email kristin@michigantownships.org.

Cancellations & Substitutions

Written cancellation requests received at the MTA office by Oct. 30 will receive a full refund. No refunds will be issued thereafter. You may switch meeting locations at no charge if you notify MTA of the change at least one week prior to the date; otherwise, a \$25 fee will be assessed. You may substitute another individual from your township for your registration at any time without incurring a charge; please notify MTA of the change.

New Officials Training offered in December!

MTA is offering training designed for newly elected officials as well as those assuming a new role on the township board. We'll provide an overview of the "hows and whys" of township government and review the duties and responsibilities of each individual 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 13:
Okemos Conference Center, Okemos

Wednesday, November 14:
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.

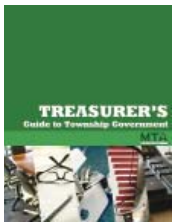
Whether you are newly elected, a seasoned treasurer or anything in between, MTA has a workshop is for you! This full-day event includes discussion on:

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

In addition to discussion on applicable laws, "best practices" will also be explored. Opportunities to ask questions will occur throughout the day. This workshop is also appropriate for deputy treasurers and any employee who has some responsibility in the property tax collection process.

Special bonus

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 lunch and all handout materials. Attendees may also purchase MTA's *Treasurer's Guide to Township Government* (2016 edition)—an 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 sample of what you'll learn ...

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

Event Details

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. 13: Okemos Conference Center, Okemos

Nov. 14: Treetops Resort, Gaylord

Early-bird Member Rates

\$113 - Workshop only

\$147.50 - Workshop plus *Treasurer's Guide*

Treasurers' Guide to Tax Collection

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.

Township _____ County _____

Telephone _____ Email Address _____

Name & Title _____ Purchase guidebook: Yes No

Name & Title _____ Purchase guidebook: Yes No

Name & Title _____ Purchase guidebook: Yes No

Which location you will attend:

Nov. 13: Okemos Nov. 14: Gaylord

REGULAR rate*: \$133 For paid registrations received **after** Oct. 30.

EARLY-BIRD rate*: \$113 For paid registrations received **by** Oct. 30.

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

_____ (# of guidebooks) x (\$34.50/book*) = \$_____

AMOUNT ENCLOSED = \$_____

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



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

Check enclosed (payable to MTA)

Charge to: (circle one) MasterCard VISA

_____ - _____ - _____ / _____

Card # _____ Expires _____

Print Card Holder's Name _____ Signature _____