Newly Elected Tax Commissioners Workshop  
December 13 – 18, 2020  
University of Georgia Center for Continuing Education & Hotel  
1197 S. Lumpkin Street  
Athens, GA 30602

CONFERENCE INFORMATION

The workshop is mandatory for newly elected tax commissioners. Deputy Commissioners will be allowed to attend on a first-come, first-served, limited availability basis. Please register as soon as possible, and no later than December 4, 2020.

LOCATION

The Newly Elected Tax Commissioners Workshop will be held at The University of Georgia Center for Continuing Education & Hotel, 1197 S. Lumpkin Street, Athens, GA 30602. For directions, please visit the website at https://www.hotel.uga.edu/contact.

REGISTRATION FEES

The workshop fee of $450 includes all instructional cost, materials, breaks, breakfasts, lunches, and dinner where stated on the agenda. **Note:** If you are not currently working in a county tax office, please reach out to the county Board of Commissioners for payment guidance.

Please register at the UGA Carl Vinson Institute of Government website www.cviog.uga.edu/netc. To register online and pay by credit card (preferred method), please select the “Click here for registration information” link. Once in the registration form, click on the “Single Registration” button to add the course to your shopping cart. During check out, you will need to create a new user account.

**Please Note:** The Institute of Government is transitioning to a new registration system which is being used for this workshop. **All students will need to create a student record in the new system.** If you have an existing student record with us, it will be migrated and merged with the student record you create in the new system.

If you are unable to pay by credit card, please click on the “Register by Mail” link to download a mail-in version of the registration form. Once completed, please mail it to the address noted on the form, along with your check made payable to the University of Georgia.

**Payment of fees must be received before registration can be confirmed.** Registration confirmation will be sent to the email address listed on the registration form.
LODGING
For your convenience, a block of rooms is being held for your event at The Georgia Center for Continuing Education & Hotel, 1197 S. Lumpkin Street, Athens, GA 30602. To make reservations, please call the Georgia Center at 1-800-884-1381, or click here to go the group code login on the Georgia Center website. Please use block code: 91116 when making your reservation. Lodging is limited; please call early to secure your lodging needs. The rate of $107 has been confirmed for a classic room. Check-in is at 4:00 p.m.; check out is at 12:00 p.m. The room rate includes complimentary high-speed Wi-Fi throughout the property and one parking pass per room, per night.

HOTEL CANCELLATION POLICY
Cancellation of your room reservation must be given to the UGA Hotel and Conference Center 24 hours prior to your arrival date for a full refund.

TAX EXEMPTION
For exemption of state sales tax, you must pay with a state, city, or county government check and at check-in present a state, city, or county government tax exemption certificate that includes the tax exemption number. To be exempt from hotel/motel excise tax, please present a hotel/motel exemption form at check-in.

PARKING
One parking pass per room, per night (allowing in and out privileges) are included with each overnight stay.

SPECIAL NEEDS
If you require special services, facilities, or dietary considerations, please contact Melanie Kearns at mskearns@uga.edu (706) 542-4240.

PHOTOS
Individual photos will be taken on Wednesday, December 16, for the Georgia Association of Tax Officials directory, so please bring appropriate attire for this event.

For further information, contact:

Melanie Kearns, Event Manager
mskearns@uga.edu or (706) 542-4240
Carl Vinson Institute of Government
201 N. Milledge Avenue
Athens, Georgia 30602-5482
**WORKSHOP AGENDA**

**Sunday, December 13th**

4:00 – 5:30 p.m.       Workshop Registration

5:30 – 8:00 p.m.       Welcome Dinner / Workshop Introduction
                      o Dinner
                      o “Real Life” Interactive Work Scenarios (2 hrs credit)

**Monday, December 14th**

7:00-8:00 a.m.       Registration - UGA Hotel and Conference Center Registration Area
                      Breakfast

8:00-8:45 a.m.       Opening Session
                      Tabetha Dupriest, President, GATO
                      David Curry, Georgia Revenue Commissioner

8:45-10:00 a.m.      Local Government Services Division
                      o Becoming a Tax Commissioner
                      o Getting Started

10:00-10:30 a.m.     Refreshment Break

10:30-12:00 p.m.     Local Government Services Division (continued)
                      o Tax Returns and Exemptions
                      o The Tax Digest

12:00-1:00 p.m.      Lunch (Room TBD)

1:00-2:30 p.m.       Local Government Services Division (continued)
                      o Special Classes

2:30-3:00 p.m.       Refreshment Break

3:00-5:30 p.m.       Local Government Services Division (continued)
                      o Accounting/Banking/Distributions

**DINNER ON YOUR OWN**
Tuesday, December 15th

7:00-8:00 a.m. Breakfast

8:00-10:00 a.m. Local Government Services Division
  o Delinquent Tax Collection

10:00-10:30 a.m. Refreshment Break

10:30-12:00 p.m. Local Government Services Division
  o Delinquent Tax Collection (continued)

12:00-1:00 p.m. Lunch

1:00-3:00 p.m. Local Government Services Division
  o Other Duties

3:00-3:30 p.m. Refreshment Break

3:30-5:00 p.m. Local Government Services Division
  o Internal Controls and Best Practices

5:00-6:30 p.m. Local Government Services Division
  o Ethics
    Stephen Debaun, DOR attorney

7:00-til Dinner

Entertainment and Gathering Time (Karaoke)

Wednesday, December 16th

7:00-8:00 a.m. Breakfast

8:00-10:00 a.m. Motor Vehicle Division - TITLES
  o Overview
  o Definitions – Title 40 Motor Vehicles & Traffic
  o Fees/Taxes/TAVT
  o Power of Attorney
  o Dealers/ETR

10:00-10:30 a.m. Refreshment Break
  **Newly Elected Photo Session for Picture Book**
10:30-12:00 p.m.  Motor Vehicle Training - TITLES
   • Legends and brands
   • Liens
   • Open Records/Records Retention

12:00-1:00 p.m.  Lunch
   **Newly Elected Photo Session for Picture Book**

1:00-2:30 p.m.  Motor Vehicle Division - TITLES
   • Title requirements
   • Processing
   • Scanning
   • Corrections

2:30-3:00 p.m.  Refreshment Break

3:00-5:30 p.m.  Motor Vehicle Division - TITLES
   • Odometer
   • Insurance Compliance
   • IRP
   • County Contact Database

DINNER ON YOUR OWN

Thursday, December 17th

7:00-8:00 a.m.  Breakfast

8:00-10:00 a.m.  Motor Vehicle Division - VEHICLE REGISTRATION
   • Overview
   • Application Requirements
   • Registration Periods
   • Dealers-TOPS

10:00-10:30 a.m.  Refreshment Break

10:30-12:00 p.m.  Motor Vehicle Division - VEHICLE REGISTRATION
   • Special Tags
   • HB 170/Gov't vehicles
   • Inventory - Ordering, Receiving, Supplies
   • Audits

12:00-1:00 p.m.  Lunch
1:00-2:30 p.m.  Motor Vehicle Division - VEHICLE REGISTRATION  
  o  Security/Auto Crimes & Fraud Unit  
  o  Tag Service Companies/ETR  
  o  Disabled

2:30-3:00 p.m.  Refreshment Break

3:00-5:30 p.m.  Motor Vehicle Division - VEHICLE REGISTRATION  
  o  MV Finance  
  o  Fees and Reporting  
  o  Unlawful Acts

DINNER ON YOUR OWN

Friday, December 18th

7:00-8:00 a.m.  Breakfast

8:00-10:00 a.m.  Georgia Association of Tax Officials (GATO)  
  o  GATO Overview, TC Checklist, General Info  
  Tabetha Dupriest, President

  TC Tech  
  o  TC Tech Overview  
  Irwin Johnson, President

  Constitutional Officers Association of Georgia Inc.  
  o  COAG Overview  
  Missy Tolbert, Executive Director

10:00 – 10:30 a.m.  Refreshment Break

10:30-1:00 p.m.  Rights of Constitutional Officers  
  o  Budgeting, Personnel, Court Cases  
  Ken Jarrard, Attorney

1:00 – 1:30 p.m.  Closing  
  o  Questions and Answers  
  o  Evaluations

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