



Hosted by the Property Tax Oversight Program

PROGRAM ENROLLMENT

Click [here](#) to register
to attend the June Tax
Collector Program.

The final deadline for
registration is
Monday, May 21, 2018.

After this date, please
contact [PTO Training](#)
to ask about space
availability.

CANCELLATION POLICY

Email course cancellations
to [PTO Training](#) by 3:00
p.m., EDT on
Friday, June 1, 2018.

TAX COLLECTOR PROGRAM JUNE 4-8, 2018 TALLAHASSEE

Program Information

The Department of Revenue's Property Tax Oversight (PTO) program is offering the course TCC 504, Collection of Licenses, Taxes and Fees the week of June 4-8, 2018. A description of the course is below.

The program will be held at the Capital Circle Office Complex (CCOC) (2450 Shumard Oak Boulevard, Building 2, Room 1250 Tallahassee). Participants should bring writing utensil(s), paper, and a jacket or sweater. Individuals who have received registration confirmation from LMSadmin@floridarevenue.com may pick up course materials on the following date:

- Monday, June 4, 2018, between 8:00 a.m. and 8:30 a.m. at the CCOC (2450 Shumard Oak Boulevard, Building 2, Room 1250, Tallahassee)

Registration

Registration for the courses is available online through the Department's [online registration and payment portal](#). The registration deadline is May 21, 2018. Online registration and payment is encouraged. If you choose to mail your registration and payment, space availability in a class cannot be guaranteed.

Hotel Room Block

Blocks of rooms are reserved at the Homewood Suites and Hampton Inn. You must guarantee all reservations with a major credit card by May 19, 2018, to receive the group rate of \$129 (Homewood Suites) or \$119 (Hampton) per night. For your reservation to be tax exempt, you must reserve your room directly with the hotel and pay with a government-issued credit card or check along with the corresponding tax-exempt certificate. It is recommended that you make reservations early, as the group blocks may fill before May 19, 2018. The group code for both hotels is PTO. You can make Homewood Suites reservations through the designated [Homewood Suites reservation site](#) or by calling 1-850-402-9400. You can make Hampton Inn reservations through the designated [Hampton Inn reservation site](#) or by calling 1-850-309-1300.

**TCC 504 – Collection of Licenses, Taxes
and Fees**

June 4-8, 2018

Enrollment Fee: \$60

TCC 504 – Collection of Licenses, Taxes and Fees - This course teaches the tax collector's primary responsibilities as an agent for the Florida Department of Highway Safety and Motor Vehicles. The course reviews each process in the Department of Highway Safety and Motor Vehicles.

Course Facility Information

The Capital Circle Office Complex is a secure campus of buildings. Participants must sign in daily with a valid ID and will receive a visitor identification badge to return at the completion of the day.

Parking is available in any spot NOT marked with a red or green circle. Students should arrive early to find a parking spot, as closer spots fill up quickly.