



## Hosted by the Property Tax Oversight Program

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### PROGRAM ENROLLMENT

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

The final deadline for  
registration is  
Tuesday, May 28,  
2019.

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

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### CANCELLATION POLICY

Email course cancellations  
to [PTO Training](#) by 3:00  
p.m., EDT on  
Friday, June 7, 2019.

## TAX COLLECTOR PROGRAM JUNE 10-14, 2019 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 10-14, 2019.

The program will be held at the Capital Circle Office Complex (CCOC) (2450 Shumard Oak Boulevard, Building 2, Room 1250, Tallahassee). Individuals who have received registration confirmation from [LMSadmin@floridarevenue.com](mailto:LMSadmin@floridarevenue.com) may pick up course materials on the following date:

- Monday, June 10, 2019, 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 course is available online through the Department's [online registration and payment portal](#). The registration deadline is May 28, 2019. Online registration and payment are encouraged. If you choose to mail your registration and payment, space availability in a class cannot be guaranteed.

### Hotel Room Block

A block of rooms is reserved at the Hampton Inn. You must guarantee all reservations with a major credit card by May 25, 2019, to receive the group rate of \$108 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 25, 2019. You can make Hampton Inn (code PTO) reservations through the designated [Hampton Inn reservation site](#) or by calling (850) 309-1300.



## **COURSES APPROVED BY THE DEPARTMENT OF REVENUE**

June 10-14, 2019

**Enrollment Fee: \$60**

### **ATTENDEE REGISTRATION CANCELLATION POLICY**

To cancel a course registration and request a refund, complete and submit [Form DFS-AA-4](#) to [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com) by 3:00 p.m. E.T. on June 7, 2019. The request must include a copy of the canceled check (front and back) or bank or credit card statement showing the charges for online payments.

### **COURSE CANCELLATION POLICY**

The Florida Department of Revenue may cancel any course for which the Department deems the number of students enrolled to be insufficient to adequately cover the costs of course administration or for which the Department cannot secure an instructor. Students affected by course cancellations will receive email notification at least 10 business days before the scheduled course start date and may apply for a refund or opt to transfer course registration to another course in that program.

To transfer your registration, contact the Department of Revenue by email at [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com). To apply for a refund, complete and submit [Form DFS-AA-4](#) with a copy of the canceled check (front and back) or bank or credit card statement showing the charges for online payments to [PTOTraining@floridarevenue.com](mailto:PTOTraining@floridarevenue.com).

The Florida Department of Revenue is not liable for charges or fees the student incurs because of course cancellations. Students should consider this cancellation policy when making travel arrangements.

\*The following course applies toward the certification requirements Chapter 12-9, Florida Administrative Code, prescribes.

### **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.

