



Welcome to NAEA's 2009 National Tax Practice Institute™ (NTPI®) August 9-11, 2009, Baltimore, MD

Earn up to 24 CPE Credits
No Advanced Preparation Needed
Delivery Method – Group-Live

Please read this carefully before completing your registration.

If your interest is to achieve NTPI Fellow status, then taking the three levels in order is imperative. Otherwise, attendees are no longer restricted in their course selections. Circular 230 practitioners are invited to drop into any Level One or Three class that catches their interest. Because of the unique case study nature of Level Two, completion of Level One is a prerequisite and no drop-ins are allowed.

Enrolled agents who complete Levels One, Two and Three join the ranks of the prestigious Fellows of NAEA's National Tax Practice Institute™. Again, to become an NTPI Fellow, you must complete the three levels in order.

Hotel Information

NAEA has arranged discounted hotel rates for program participants who reserve their rooms at the Sheraton Baltimore City Center Hotel prior to **Tuesday, July 28, 2009**. Please note that room rates, along with phone and fax information for the hotel, are listed below. **You are responsible for arranging your travel and hotel accommodations—please do so in advance in order to take advantage of the discounted NAEA price.**

Sheraton Baltimore City Center Hotel accepts all major credit cards. Please identify yourself as a member of the National Association of Enrolled Agents or that you are with the 2009 NTPI Conference. The hotel is sold out for these dates so if you do not appropriately identify yourself you will be told there are not rooms available. Be sure to book your room early! Once the NAEA room block is exhausted, we cannot guarantee a room or the rate. Cancellations are refunded or credited only if the hotel is notified 72 hours prior to the arrival date. Guests are responsible for obtaining a cancellation number from the hotel in order to claim a refund.

NTPI® Cancellation Policy

Cancellations must be received in writing. For a full refund, cancellations must be received by July 9th (30 days in advance). A \$50 administration fee will be charged. Cancellations made less than 30 days before the start date will not be refunded. Please be mindful of this date. For more information regarding administrative policies on issues such as complaints and refunds, please contact our office at 202-822-6232.



Sheraton Baltimore City Center Hotel

101 W. Fayette St.

Baltimore, MD 21201

Tel: 410-752-1100 or 1-866-837-5182

Fax: 410-752-0832

\$133.00 Single or double plus tax per night

(Rate applicable until **Tuesday, July 28, 2009**)

2009 NTPI® Registration Form

August 9-11, 2009 - Baltimore, MD

Personal Information

Your name badge will reflect the information included on this registration form, so please print clearly. Check here if you have any disability that requires a special accomodation to fully participate. Please attach a statement of your needs.

Name _____

Nickname (for badge) _____ Member Non-Member Membership # _____

EA CPA JD USTCP CFP Other _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Register Early & Save!

Early Bird: Postmarked or received on or by June 9, 2009. Regular Registration: Postmarked or received on or after June 10, 2009

Registration Fee

	Member-Early Bird	Member-Regular	Non-Member-Early Bird	Non-Member-Regular
Per Track	\$750	\$900	\$990	\$1,188
Per CPE	\$32	\$37.50	\$41.25	\$49.50

Course Selection Options

If your interest is to achieve NTPI Fellow status, taking the three levels, in order, is imperative. Otherwise, attendees are no longer restricted in their course selections. Circular 230 practitioners are invited to drop into any Level One or Three class that catches their interest. Because of the unique case study nature of Level Two, completion of Level One is a prerequisite and no drop-ins are allowed.

Option 1. Per Track - Select only one track (S) - Sunday (M) - Monday (T) - Tuesday

Level I (Basic) - 24 CPE (S-M-T) **Level II (Inter)** - 24 CPE (S-M-T) **Level III (Adv)** - 24 CPE (S-M-T)

Total Due \$ _____

Option 2. Per Class - First check class time on "Class Schedule" to avoid overlapping. Check appropriate box and add fee

Level I (Basic)

<input type="checkbox"/> Overview of Rep	3 CPE (S)	<input type="checkbox"/> Intro to Exam	3 CPE (M)	<input type="checkbox"/> Non-Filers	2 CPE (T)
<input type="checkbox"/> Commun w/IRS	3 CPE (S)	<input type="checkbox"/> Engmt. Letters	1 CPE (M)	<input type="checkbox"/> Intro to Appeals	3 CPE (T)
<input type="checkbox"/> Intro to Collect	2 CPE (S)	<input type="checkbox"/> E-Services	2 CPE (M)	<input type="checkbox"/> Voluntary Collect	3 CPE (T)
		<input type="checkbox"/> Intro to CI	2 CPE (M)		

Level III (Adv)

<input type="checkbox"/> Ethics	2 CPE (S)	<input type="checkbox"/> Appeals	4 CPE (M)	<input type="checkbox"/> Trust Fund Recovery	2 CPE (T)
<input type="checkbox"/> Outer Limits	2 CPE (S)	<input type="checkbox"/> Bankruptcy	2 CPE (M)	<input type="checkbox"/> Statute of Limitations	2 CPE (T)
<input type="checkbox"/> IRS Auth to Investigate	2 CPE (S)	<input type="checkbox"/> Rec. of Income	2 CPE (M)	<input type="checkbox"/> Advanced Collections	4 CPE (T)
<input type="checkbox"/> Correcting Bad Acts.	2 CPE (S)				

Total Due \$ _____

Remittance

Included a check payable to NAEA-NTPI09

Please charge my: MC VISA AMEX DISCOVER

Card Number _____

Exp. Date _____

Cardholder's Name _____
(as it appears on card)

Signature _____ Date _____

Register by: Fax, mail or online at www.naea.org

Return completed registration form and payment to:

NAEA-NTPI09, 1120 Connecticut Ave., NW, Suite 460, Washington, DC 20036 Fax: 202-822-6270

All registrants will receive a confirmation letter.

If you do not receive the confirmation letter two weeks after submitting your registration or you have registration questions, please contact NAEA at 202-822-6232 or info@naea.org. All fees must accompany your form.

2009 NTPI® Class Schedule

Hour	Sunday, August 9, 2009	Monday, August 10, 2009	Tuesday, August 11, 2009
8:00 – 8:50	BASIC - Overview of Representation (Peterson) INTER - Introduction (Entire Team) ADV - Ethics (Brooks) AATP - All Day Rep. Seminar (Gates)	BASIC - Intro to Exam (Gregory) INTER - Enforced Collections (Rosenberg/N.Smith) ADV - Appeals (Sinars) AATP - All Day Rep. Seminar (Gates)	BASIC - Non-Filers (Gregory) INTER - Payroll Taxes/Penalties/Trust Fund (Dombrowski) ADV - Trust Fund Recovery (Levy) AATP - All Day Rep. Seminar (Gates)
8:50 – 9:40	BASIC - Overview of Representation (cont.) INTER - 1040 Audit (C. Smith) ADV - Ethics (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - Intro to Exam (cont.) INTER - Enforced Collections (cont.) ADV - Appeals (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - Non-Filers (cont.) INTER - Payroll Taxes/Penalties/Trust Fund (cont.) ADV - Trust Fund Recovery (cont.) AATP - All Day Rep. Seminar (Gates)
9:40 – 10:00	Break	Break	Break
10:00 – 10:50	BASIC - Overview of Representation (cont.) INTER - 1040 Audit (cont.) ADV - Outer Limits (Sinars) AATP - All Day Rep. Seminar (Gates)	BASIC - Intro to Exam (cont.) INTER - Enforced Collections (cont.) ADV - Appeals (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - Intro to Appeals (Gregory/Robison) INTER - FOIA Request/Transcripts (N. Smith) ADV - Statute of Limitations (Brooks) AATP - All Day Rep. Seminar (Gates)
10:50-11:40	BASIC - Communicating with the IRS (Brooks) INTER - 1040 Audit (cont.) ADV - Outer Limits (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - Engagement Letters (Brooks) INTER - Enforced Collections (cont.) ADV - Appeals (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - Intro to Appeals (cont.) INTER - FOIA Request/Transcripts (cont.) ADV - Statute of Limitations (cont.) AATP - All Day Rep. Seminar (Gates)
11:40 – 1:00	Lunch	Lunch	Lunch
1:00 – 1:50	BASIC - Communicating with the IRS (cont.) INTER - Voluntary Collections (Sheil) ADV - IRS Authority to Investigate (Peterson) AATP - All Day Rep. Seminar (Gates)	BASIC - E-Services (Leimbach) INTER - Appeals (Clow/Hartman) ADV - Bankruptcy (Levy) AATP - All Day Rep. Seminar (Gates)	BASIC - Intro to Appeals (cont.) INTER - Innocent Spouse (Wegge) ADV - Advanced Collections (Okapal) AATP - All Day Rep. Seminar (Gates)
1:50 – 2:40	BASIC - Communicating with the IRS (cont.) INTER - Voluntary Collections (cont.) ADV - IRS Authority to Investigate (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - E-Services (cont.) INTER - Appeals (cont.) ADV - Bankruptcy (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - Voluntary Collections (Levy) INTER - Innocent Spouse (cont.) ADV - Advanced Collections (cont.) AATP - All Day Rep. Seminar (Gates)
2:40 – 3:00	Break	Break	Break
3:00 – 3:50	BASIC - Intro to Collection (Okapal) INTER - Voluntary Collections (cont.) ADV - Correcting Bad Actions of Clients (Sinars) AATP - All Day Rep. Seminar (Gates)	BASIC - Intro to Criminal Investigation (Sinars) INTER - Appeals (cont.) ADV - Reconstruction of Income & Esp. (Peterson) AATP - All Day Rep. Seminar (Gates)	BASIC - Voluntary Collections (cont.) INTER - Tax Court (C. Smith) ADV - Advanced Collections (cont.) AATP - All Day Rep. Seminar (Gates)
3:50 – 4:40	BASIC - Intro to Collection (cont.) INTER - Voluntary Collections (cont.) ADV - Correct. Bad Actions of Clients (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - Intro to Criminal Investigation (cont.) INTER - Appeals (cont.) ADV - Reconstruction of Income & Esp (cont.) AATP - All Day Rep. Seminar (Gates)	BASIC - Voluntary Collections (cont.) INTER - Taxpayer Rights (Rosenberg) ADV - Advanced Collections (cont.) AATP - All Day Rep. Seminar (Gates)
Special Events	5:00 pm to 5:30 pm Welcoming Reception This premiere event is an excellent opportunity for you to socialize with old friends and meet new friends. The reception provides a focal point for you to network with your colleagues and NTPI instructors as well as meet your professional membership organizations' leadership and staff.	5:30 pm to 7:30 pm Plenary (2 CPE) Speaker: TBA	5:30 pm to 6:30 pm Graduation & Awards Ceremony Join your colleagues for the closing event of the Institute, where we will gather to celebrate each others' achievements. The NTPI® Graduation Ceremony will be held in conjunction with NAEA's Annual Membership Awards Ceremony.

NAEA's 37th Annual, Board and NAEA-EF Annual Meetings on Wednesday, August 12, 2009
9:00 am - 4:30 pm