

MMTCTA
60 COMMUNITY DRIVE
AUGUSTA ME 04330

Maine Municipal
Tax Collectors'
&
Treasurers' Association

**presents a
workshop on**

Tax Lien Procedures



ORONO
Thursday, March 29, 2007

Tax Lien Procedures

COURSE DESCRIPTION

This program focuses on the proper procedures in the tax lien process as well as the proper completion of the necessary forms. The emphasis is on the "how to" rather than the legal aspects of tax liens.

Participants will receive up-to-date information and forms. The program also provides municipal officials with an opportunity to share information and helpful hints. This course will serve as credit towards your certification.

WORKSHOP OUTLINE

- Introduction
- Overview of duties of municipal officials
 - Assessor
 - Tax Collector
 - Treasurer
- Tax lien procedures
- Wrap-up

WHO SHOULD ATTEND?

Municipal officials with direct responsibility for the tax lien process.

LOCATION & DATES

Portland	Wednesday, March 21, 2007 Keeley's 178 Warren Ave., Portland Exit 48, off Maine Turnpike
Orono	Thursday, March 22, 2007 Black Bear Inn Exit 193, off I-95

TIME

Registration: 8:30 a.m.
Workshop: 9:00 a.m. to 3:30 p.m.

FEE

\$45.00 per person - MMTCTA Members
\$55.00 per person - Non-Members

Registration fee includes lunch and workshop materials.

INSTRUCTORS

Portland
Paul Labrecque, Treasurer, Lewiston

Orono
Gilberte Mayo, Treasurer, Lincoln

REGISTRATION

To register, please fill out the attached registration form and mail it with payment to: MMTCTA, 60 Community Drive, Augusta, ME 04330, or fax your registration to 626-5947. You may also register online at www.memun.org.

NOTE: Training will be conducted utilizing the **Municipal Liens Manual**. If you do not have a copy, please contact the MMA Publications Department at 1-800-452-8786, ext. 291 to order one. The fee for the manual is \$30.00 plus \$5 for shipping and handling.

QUESTIONS/CANCELLATIONS

If you have any questions, or wish to cancel, call Jennifer McKenna at 1-800-452-8786 (Augusta area 623-8428). Notification must be given at least 72 hours before the session begins to obtain a refund (minus processing fee). All cancellations are subject to a \$10.00 administrative fee for processing.

STORM POLICY

If there is inclement weather, a decision to postpone will be made by 5:00pm the day prior to the workshop. Please call 1-800-452-8786 ext. 297, 296 or 293 after 5:00 p.m. for information. (Augusta area: 623-8428)

Tax Lien Procedures Workshop

Please register the following person(s) from _____ for the **Tax Lien Procedures Workshop**
(Municipality) TITLE : _____ FEE: \$ _____

FULL NAME : _____ TITLE : _____ FEE: \$ _____
EMAIL: _____

FULL NAME : _____ TITLE : _____ FEE: \$ _____
EMAIL: _____

BILLING ADDRESS : _____ ZIP: _____ TELEPHONE: _____ TOTAL FEE: \$ _____

Please circle location you wish to attend: PORTLAND – Wednesday, March 21, 2007 ORONO – Thursday, March 22, 2007

Mail Registration Form to: Tax Lien Procedures Workshop, MMTCTA, 60 Community Drive, Augusta, ME 04330
Fax form to: 207-626-5947 or **register online at:** www.memun.org

To ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

MAKE CHECKS PAYABLE TO MMTCTA

ATTENDING