

## Mission Statement

The Maine Municipal Tax Collectors' and Treasurers' Association shall provide leadership, education and resources to achieve professionalism, uniformity of processes and networking opportunities.

## Membership

Interested in joining MMTCTA for only \$25.00/yr? Visit our website at [www.mmtcta.org](http://www.mmtcta.org) or call 1-800-452-8786 for membership information and application. Please consider joining.

## Storm Policy

If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. MMTCTA encourages all registrants to check the MMA website at [www.memun.org](http://www.memun.org) or call the training hotline at 207-624-0117 before departing for any MMTCTA sponsored events to ensure that the event schedule has not changed.

## About MMTCTA

The Maine Municipal Tax Collectors' and Treasurers' Association was established in 1976 by a group of professional tax collectors and treasurers from across the state of Maine.

The MMTCTA is an organization of tax collectors and treasurers throughout the state of Maine. An association of over 750 members, the MMTCTA is a professional-level affiliate group of the Maine Municipal Association.

Organizationally, the Association elects a President, Vice President, Secretary/Treasurer, and six Directors. Once elected, this Board meets regularly.

The Association offers a certification program for members who wish to become certified as a tax collector or treasurer.

The Association is governed by a set of By-laws.

A primary objective of MMTCTA is to provide professional development opportunities through education, training and peer interaction.

**MMTCTA**  
60 COMMUNITY DR  
AUGUSTA ME 04330



Maine Municipal  
Tax Collectors'  
and  
Treasurers' Association  
presents a workshop on

## Tax Lien Procedures

Hollywood Slots Hotel -  
Bangor  
Thursday, March 8, 2012

The Captain's Galley -  
Old Orchard Beach  
Wednesday, March 14, 2012

[www.mmtcta.org](http://www.mmtcta.org)

## DATE & LOCATION:

Thursday, March 8, 2012  
Hollywood Slots Hotel  
500 Main St. - Bangor

Wednesday, March 14, 2012  
The Captain's Galley  
168 Saco Avenue -  
Old Orchard Beach

## TIME:

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

## FEE

\$50.00 - Member  
\$60.00 - Non-member  
(Fee includes coffee & lunch)

## INSTRUCTOR(S)

Bangor  
Stu Marckoon, Treasurer, Lamoine  
Old Orchard Beach  
Gilberte Mayo, Treasurer, Lincoln

## Tax Lien Procedures

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.

**NOTE:** This workshop will be taught using a course outline which is based largely on material found in the MMA Municipal Liens Manual. It is not mandatory that participants purchase this manual to bring to the workshop; however, it is an invaluable reference book to have for use in your day-to-day work. The manual may be purchased by calling MMA Publications at 1-800-452-8786, ext. 2295. It may also be ordered online or downloaded for free from the MMA website ([www.memun.org](http://www.memun.org)).

## Registration Information

To register, please fill out the attached registration form and mail it with your payment to MMTCTA, 60 Community Drive, Augusta, ME 04330, or fax your registration to 207-626-5947. You may also register online at [www.memun.org/public/MMA/svc/training.htm](http://www.memun.org/public/MMA/svc/training.htm). A minimum of 30 in attendance is required in order for this workshop to be held.

## Questions/Cancellations

If you have any questions about the workshop, or wish to cancel, please call Affiliate Services at MMA at 1-800-452-8786 (Augusta area: 623-8428). Notification must be given at least 72 hours before the meeting to receive a refund (minus \$10.00 administrative fee). **ALL** cancellations regardless of reason are subject to a \$10.00 administrative fee for processing.

## Certification

This Tax Lien Procedures course is an MMTCTA mandatory course for the Maine Municipal Tax Collectors' and Treasurers' Certification Program. Participants must sign in at the beginning of the course and be present for the full day to receive a certificate. Certificates will be handed out after the class and will not be mailed. If you do not pick up your certificate after the class you will not receive credit for attending. For attendees who must leave early for emergency situations; a determination will be made by the Professional Development Committee of the Executive Board as to the nature of the emergency and whether a sufficient portion of the course was covered to warrant certification credit. \*Any member whose certification expires must attain their original certification again.

**Disclaimer:** Educational courses and materials offered by the Maine Municipal Tax Collectors' and Treasurers' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.

# Registration Form

## Tax Lien Procedures

Please register the following person(s) from: *(municipality)*

Billing Address: \_\_\_\_\_

### Location (Please circle):

Hollywood Slots, Bangor - 3/8/12

The Captain's Galley, Old Orchard Beach - 3/14/12

### Registrant Information:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

Fee:  \$50.00 (member)  \$60.00 (non-member)

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

Fee:  \$50.00 (member)  \$60.00 (non-member)

Email: \_\_\_\_\_

Please duplicate form if registering more than two people.

**Mail Registration Form to:** MMTCTA, 60 Community Drive, Augusta, ME 04330, **Fax form to:** 207-626-5947 or register online at: [www.memun.org](http://www.memun.org)

**ADA Message:** In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

**PLEASE MAKE CHECK PAYABLE TO MMTCTA**