

## FREQUENTLY ASKED QUESTIONS: Auburn University Accounting & Tax Training Institute

The Auburn University Tax Professional Seminars and Accounting seminars are sponsored by the Office of Professional & Continuing Education in cooperation with the [Internal Revenue Service](#). Auburn University is also a member of the [Land Grant University Tax Education Foundation](#).

### Overview

For over forty years, Auburn University has provided quality continuing education at an affordable price for enrolled agents, certified public accountants, public accountants, certified financial planners, other tax return preparers, and attorneys.

Auburn University Accounting & Tax Training Institute is proud to announce we have been approved as an IRS Continuing Education Provider. **Provider # BYNJN**, visit [www.irs.gov/taxpros/ce](http://www.irs.gov/taxpros/ce) for more information. IRS Continuing Education (CE) is only mandatory for Enrolled Agents (EAs) and Enrolled Retirement Plan Agents. Participation in CE by all other unenrolled tax practitioners is not an official designation, but these individuals may voluntarily take continuing education.

**In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour. National Registry of CPE Sponsors Number: 134562**

The Auburn University Accounting and Tax Training Institute will conduct a series of two-day group live education seminars in Alabama, Arkansas, Georgia, and Nevada. The two-day seminar is an intensive study of the federal tax law and ethics regulations governing individuals and small businesses. Program content and level equate to the background of intended participants.

**These seminars have been approved for the following continuing education credits:**

<b>2-Day Fall Tax Seminars: Federal update, Federal tax law &amp; ethics</b>	
<b>CPE credits</b>	Up to 16 based on attendance
<b>Field of Study (NASBA)</b>	Taxation (14); Regulatory Ethics (2)
<b>IRS Categories</b>	Federal Update (3); Federal Tax (11); Regulatory Ethics (2)
<b>CFP</b>	General Session credits (14)
<b>CLE</b>	Taxation (13.5); Ethics (1.8)

<b>Accounting &amp; Auditing: (1 day)</b>	
<b>CPE credits</b>	Up to 8 based on attendance
<b>Field of Study (NASBA)</b>	Accounting (4) Audit (4)
<b>IRS Categories</b>	Federal update (8)



Auburn University Accounting & Tax Training Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).



Auburn University Accounting & Tax Training Institute has been approved as an IRS Continuing Education Provider. Tax preparers should always look for IRS approved providers when fulfilling their continuing education requirements. Visit [www.irs.gov/taxpros/ce](http://www.irs.gov/taxpros/ce) for more information. Provider #BYNJJN

**1. What are the course objectives?** Upon completion of this seminar, participants will be able to:

1. Apply specific concepts and strategies covered in the seminar while preparing 2016 tax returns, and
2. Advise clients about planning strategies applicable to their situations.

**2. What are the course prerequisites?**

<b>Prerequisites:</b>	At least several years of experience as a professional tax preparer and an understanding of tax rules and regulations associated with individual and business tax returns
<b>Advanced Preparation:</b>	None required
<b>NASBA Program Level:</b>	Overview
<b>Delivery Method:</b>	Group-Live

**3. How do I register?**

1. **Web** – registration & payment by Visa, Mastercard, Discover, or American Express may be made on-line. If you do not have (or remember) your Student Identifier Number, please email [opce@auburn.edu](mailto:opce@auburn.edu) or call 334.844.5100 for assistance.
2. **Phone** – Call 334.844.5100, provide registration and payment information.
3. **Fax** – Print the seminar registration form, complete and fax with credit card information to 334.844.3101.
4. **Mail** – Make check payable to ‘Auburn University’, print the seminar registration form, complete and mail to:  
 AU Tax Professional Seminar  
 Office of Professional & Continuing Education  
 301 O.D. Smith Hall  
 Auburn, AL 36849-5608

**4. What is the fee?**

City	State	Early Bird Fee	Late Fee	On Site Fee	Register
		• Registrations received more than 10 days prior to the start of the selected seminar.	• Additional \$25 late fee begins ten days prior to start of class.	• Additional \$50 on-site fee will be allowed only on a space available basis. Please call 334.844.5100.	
Florence Huntsville Birmingham Dothan Montgomery Mobile Bessemer Auburn Anniston	<b>Alabama</b>	<b>\$200</b>	<b>\$225</b>	<b>\$250</b>	<a href="#">Register</a>
Fayetteville Little Rock	<b>Arkansas</b>	<b>\$225</b>	<b>\$250</b>	<b>\$275</b>	<a href="#">Register</a>
Atlanta Newnan	<b>Georgia</b>	<b>\$250</b>	<b>\$275</b>	<b>\$300</b>	<a href="#">Register</a>
Reno	<b>Nevada</b>	<b>\$275</b>	<b>\$300</b>	<b>\$325</b>	<a href="#">Register</a>

• The early bird fee for registrations received more than 10 days prior to the start of the selected seminar. The fee for registrations received after the early bird fee deadline will be an additional \$25 for all sites. On-site registration will be allowed only when space and material are available. The fee for on-site registration is an additional \$50 fee for all sites. Make checks payable to ‘Auburn University’.

**5. Is using the on-line registration secure?**

- Yes, payment is completed through a secure site at Auburn University.

## 6. How is the registration confirmed?

- If you register on-line, a confirmation e-mail will be sent to you immediately.
- If you register by phone or mail, a confirmation email or letter will follow within five business days.

## 7. Must I pre-register?

- Yes, sites can reach capacity. To ensure availability of space and materials, pre-register early.
- There will be a \$25 charge added to any registration that is received within the ten day window before the start of the selected seminar.
- Registering on-site will be allowed only on a space available basis. Please call 334.844.5100 to verify.

## 8. How will the charge for the seminar appear on my credit card?

- The charge will appear as "Outreach Prog WEB."

## 9. Can I purchase only the textbook?

- The textbook is available **only** with the full registration. If you register and are unable to attend, send a written request to have the textbook and materials shipped. Include an additional **\$25.00** for the shipping and handling fee.

## 10. I cannot attend the session for which I registered. Can I transfer to another site?

- Transfer to another site is permissible for a \$25.00 transfer fee if notification is provided in advance. To assure space is available and to arrange transfer, please call the office at 334.844.5100.

## 11. Can another person from my office go in my place?

- Transfer of a paid registration to another person is permissible for a \$25.00 transfer fee.

## 12. Do you serve refreshments during the seminar?

- Only coffee/beverage break with snacks are available each day. Lunch is on your own except at designated sites.

## 13. What do I need to bring?

- Materials and the textbook will be distributed at check-in. It is advisable to bring writing implements, note paper, and highlighters. Internet access for laptop or tablets is available for FREE at limited locations.

## 14. What is the course content ?

- All participants for the two-day Tax Professional Seminars will receive a personal copy of the *National Income Tax Workbook*, in addition to a searchable CD containing prior years' editions of the workbook. This publication is used at Land Grant University income tax seminars throughout the United States. The *National Income Tax Workbook* produced by the Land Grant University Tax Education Foundation is completely rewritten each year by our qualified Editor and Editorial team of chapter authors to incorporate the most current tax laws and appropriate guidance. Chapters are reviewed on an annual basis by expert tax instructors and authors. Program content and level equate to the background of intended participants. **For updates on tax resource material visit: [www.auburn.edu/taxinstitute](http://www.auburn.edu/taxinstitute)**

*In addition, all material for the Accounting & Auditing Update Workshops is written by instructors that are Certified Public Accountants and hold a PhD in Accounting from an accredited university of higher education. The course material is updated annually for these workshops.*

## 15. Who are the instructors?

- We are very proud of our presenters, who include tax professionals with several years of experience with the IRS, as well as Certified Public Accountants, Certified Financial Planners, and Enrolled Agents with current knowledge of tax law. [Click here for list of instructors.](#)

## 16. Will attendees get a Certificate of Attendance?

- Certificates with course information, program number, location, and date will be available at the conclusion of the workshop for those completing all hours of the course. Adjusted hours of accreditation certificates will be mailed after the seminar.

## 17. Is there a Record of Attendance available after the course is completed?

- Sponsors are required to maintain records of proof of attendance. Each participant will be required to sign in each day of a workshop. Plus sign their time card form and present to the sponsor upon leaving the premises each day. These records will be secured and maintained by the Auburn University Office of Professional & Continuing Education for a five year period.

## 18. What happens if the class is cancelled?

- If the Auburn University Accounting & Tax Training seminar has insufficient enrollment for the course to engage, all registrants will receive an email or letter indicating their fee for the course will be refunded within 10 days of the cancellation of the external live group seminar.

- *While every effort is made to have the meeting space comfortable for everyone, it is always a good idea to bring a light jacket or sweater along for comfort.*
- *No pets are allowed, no exceptions. Unless designated as a service animal for participating customer.*
- *No children are allowed, no exceptions.*
- *Auburn University Office of Professional & Continuing Education reserves the right to change the schedule, topics, and instructors.*

**Complaints:**

All complaints should be referred directly to Claire Twardy, Tax Seminar Program Developer, Auburn University Accounting & Tax Training Institute (334-844-5100) [opce@auburn.edu](mailto:opce@auburn.edu) or to Hope Stockton, Director, (334-844-5101) Auburn University, Office of Professional & Continuing Education, 301 O.D. Smith Hall, Auburn, AL, 36849-5608 or email Hope Stockton at [stockhg@auburn.edu](mailto:stockhg@auburn.edu).

**Send comments regarding seminars or the website to:**

**[Claire Twardy, Tax Seminar Coordinator](#)**

**Information:**



**Auburn University  
Office of Professional & Continuing Education  
Accounting & Tax Training Institute  
301 O.D. Smith Hall  
Auburn, Alabama 36849-5608**

**Phone: (334) 844-5100  
Fax: (334) 844-3101**

**For registration and general course content information: [opce@auburn.edu](mailto:opce@auburn.edu)**