

Details you need to know

Online Registration. OSU Tax Schools provides online registration for your convenience. Simply go to the website at www.osutaxschools.okstate.edu and follow the “Tax School Registration” link to register using your VISA, MasterCard, Discover or American Express for payment.

If you prefer, you can still register by mail using the Registration Form in this brochure or the registration form found on the website at: www.osutaxschools.okstate.edu

Continuing Education Credits. Sixteen (16) continuing education units (CEU's) are offered for the two-day Fall Tax Institutes. These have been accredited through the boards of Certified Public Accountants, Public Accountants, the Oklahoma Bar Association MCLE Commission and IRS for Enrolled Agents and Other Tax Return Preparers. Professionals who require certification should complete the CPE section on the registration form. Attendees must personally sign in at the session for each four-hour period. A letter of certification will be mailed to you. You must retain this certification letter for auditing purposes.

Registration Fees. Fees will cover all workshop materials, including the CCH Master Tax Guide and refreshments during breaks. If you request materials only, they will be mailed to you when all books are available. (Due to contractual agreements, materials cannot be sold for less than the registration fee.) Enrollments are handled on a prepaid advance registration basis. Limited registration at the door may be available on a first come, first serve basis. Call Agricultural Conference Services at 405-744-6489 to check availability.

Dress. Consistent meeting room temperatures are difficult to maintain. Dress is casual. Dress in layers to ensure comfort.

Special Accommodations. Oklahoma State University offers its programs to disabled persons on a nondiscriminatory basis. Persons with special needs who are planning to attend our programs are requested to phone (405-744-6489) or fax (405-744-8491) as far in advance of the program as possible, so these needs can be addressed.

Schedule. Registration starts at 7:30 a.m. Class runs from 8:00 a.m. to 4:45 p.m. There will be two breaks; lunch is on your own.

Cancellation Policy. All refund and transfer requests must be made 14 days prior to your class date. Call 405-744-6489 to make any refund or transfer requests. There will be a \$20 fee charged for each transfer. Courses will be held regardless of adverse weather conditions. However, in the event that adverse weather prevents you from attending, contact Ag Conferences (405-744-6489) on Day 1 of your location.

Refunds. Refund of registration fee paid by credit card will be refunded back to the credit card. Refund of registration paid with a personal check will require a social security number, company check will require a Federal ID number.

Confirmation Letter. You should receive a confirmation e-mail within one to two weeks of submitting your registration. If you do not receive your confirmation e-mail, please contact our office at 405-744-6489 to confirm receipt of your registration.

For enrollment questions and special accommodations issues, please call Agriculture Conference Services at 405-744-6489. For tax subject matter questions, please call JC Hobbs at: 580-237-7677 or e-mail jc.hobbs@okstate.edu