

REGISTRATION INFORMATION

In order to enroll in a course, the student must satisfactorily complete the pre-requisite course.

Register by mail or fax at 732/932-3586. Submit the attached registration form with check or voucher. No confirmation will be sent.

Certificates are awarded for the satisfactory completion of each course, which is defined as attendance at 80 percent of the class hours, a passing grade of 80 on the final exam, and full payment of all fees. The University reserves the right to cancel any course or seminar. No cell phones or other communication devices are allowed in class or during testing. CPAs receive CPE credit. Notify instructor if you qualify.

Withdrawal: Notices of withdrawal must be submitted at least 48 hours before the course is scheduled to start. The Center for Government Services (CGS) will refund the full course fee less a \$25 processing charge to any student who notifies CGS in writing of his/her intent to withdraw. Mail or fax withdrawal notices to: Tax Collection Program, Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979.

Returned Check: There is a \$25 fee for all returned checks.

PUBLICATIONS

Principles of Municipal Tax Collection I (2008): \$40
Principles of Municipal Tax Collection II (2001): \$35
Principles of Municipal Tax Collection III (2006): \$40
For a publication order form, call 732/932-3640, ext. 628.

CONTACT INFORMATION

Center for Government Services, Rutgers, The State University of New Jersey,
33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979
Telephone: 732/932-3640, ext. 648.

Directions, forms, schedules, and course descriptions are available on our web site (www.policy.rutgers.edu/cgs). You also can find information at www.tctanj.org.

SPECIAL NOTE TO ALL STUDENTS: NO CELL PHONES OR OTHER COMMUNICATION DEVICES ARE ALLOWED IN CLASS OR DURING TESTING.

Center for Government Services
Rutgers, The State University of New Jersey
33 Livingston Avenue, Suite 200
New Brunswick, NJ 08901-1979

RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

NEW EDITION! PMTC I HAS BEEN REVISED.

COPIES AVAILABLE IN SEPTEMBER. CALL 732-932-3640, EXT. 628

NEW! WEB CONFERENCE PANEL DISCUSSION SERIES

Look out for dates and registration information!

2008 OCTOBER: Sitting and Constructing Public Schools

2009 JANUARY: Managing Municipal Boards and Commissions

APRIL: Preparing Capital Budgets and Capital Improvement Programs

JUNE: Review of Recent State and Federal Cases Affecting Municipalities

C.E.U. credits will be applied for. If interested in participating as a panelist in a web conference, contact the Program Coordinator at 732-932-3640, ext. 622.

CENTER FOR GOVERNMENT SERVICES

TAX COLLECTION ADMINISTRATION

FOR NEW JERSEY
LOCAL GOVERNMENTS

FALL 2008 SCHEDULE

RUTGERS

Edward J. Bloustein School
of Planning and Public Policy

REGISTRATION FORM

I wish to register for: _____ (Course Title) _____ (Course Number) _____ (Location)

Prerequisite Course: _____ Taken: Spring/Fall Year _____ Location _____

Name _____ Social Security # _____

Employer _____ Official Position _____

Home Address _____ Business Phone _____

Home Phone _____ Fax _____ Email Address _____

Fax _____ Business Address _____

Business Address _____

CHECK, VOUCHER, OR CREDIT CARD INFORMATION MUST ACCOMPANY REGISTRATION—NO EXCEPTIONS.

Make check or voucher payable to Rutgers, The State University of New Jersey. There is a \$25 fee for all returned checks.

Amount: \$ _____ Method of Payment (Circle One) Check Voucher VISA Mastercard Exp. Date _____

Credit Card Number _____ Signature _____

In order to enroll in a course, a student must satisfactorily complete the prerequisite course.
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 33 Livingston Ave., Suite 200, New Brunswick, NJ 08901-1979. Fax: 732/932-3586.

FALL 2008 SCHEDULE

PRINCIPLES OF MUNICIPAL TAX COLLECTION I

\$817

9586A Paramus: East Brook Middle School, Room E2; Tues and Thurs: Sept 9, 11, 16, 18, 23, 25, 30, Oct. 2, 14, 23, 28, Nov. 13; 7-10pm; Luisa Castillo (Clifton)

9586B Somers Point: Municipal Building; Monday and Thursday: Sep 25, Oct 6*, 9, 16, 20*, 23, 30; *9am-12pm, 9am-4pm; Lynn MacEwan (Somers Point)

PRINCIPLES OF MUNICIPAL TAX COLLECTION II

\$817

9587A Wanaque: Passaic County College—Wanaque Campus, Rm W107; Monday and Wednesday: Oct 6, 8, 15, 20, 22, 27, 29, Nov 3, 5, 12; 2-6pm; Dale Mathews (Bloomingdale)

9587B Millville: Fire Department; Wednesday and Saturday: Sept 10, 13, 17, 24, Oct 1, 4, 8, 11, 15, 18, 22, 25; 9:30am-12:30pm; Suzanne Olah (Millville) (Saturday, Oct 4 and 11 classes held at Millville City Hall Council Chamber)

9587C Somers Point: Municipal Building; Wednesday and Friday: Nov 7, 12*, 14, 21, Dec 5, 10, 12*; *9am-12pm, 9am-4pm; Lynn MacEwan (Somers Point)

PRINCIPLES OF MUNICIPAL TAX COLLECTION III

\$817

9588A Millville: Fire Department; Wednesday and Saturday: Nov 1, 5, 8, 12, 15, 22; 9am-4pm; Suzanne Olah (Millville)

TAX COLLECTION REVIEW COURSE

\$394

This 18-hour program is a review of the courses in New Jersey tax collection administration, and is offered prior to the State Certified Tax Collector Examination. This class is open only to those persons who have satisfactorily completed Principles of Municipal Tax Collection I, II, and III. This course is not required to take the New Jersey State Certification Exam. Please bring the manuals for Principles of Municipal Tax Collection I (2001), Principles of Municipal Tax Collection II (2001), and Principles of Municipal Tax Collection III (2006) to this class. Bring a calculator beginning on the first day of class.

9589A Wanaque: Passaic County College—Wanaque Campus, Rm W119; Friday and Saturday; Sept 6, 12, 13; 9am-4pm; Dale Mathews (Bloomingdale)

9589B Mays Landing: Atlantic Cape Community College, Room B104; Friday and Saturday: Sept 19, 26, 27; 9am-4pm; Suzanne Olah (Millville) and Sharon Sulecki (Harvey Cedars)

REQUIRED COURSES

Principles of Municipal Tax Collection I (36 hrs)

This introductory course is designed as an introduction to municipal tax collection and the basic duties and responsibilities of the municipal tax collector. Major areas of instruction include the statutory basis and institutional framework for local government in New Jersey, duties of the assessor and county tax board, assessments for improvements, tax searches, and searches for improvements. The tax collector's duties are covered with regard to billing, cashing, and reports. The office and duties of the municipal treasurer, treasurer of school monies, and utility collector are also discussed. The course includes hands-on calculations. A review and final exam are given. A twelve-digit calculator is required. Manual will be provided.

Principles of Municipal Tax Collection II: Enforcement (36 hrs)

Prerequisite: Principles of Municipal Tax Collection I

This second course in the sequence focuses upon the advanced aspects of enforcement. The areas of enforcement that are covered in detail are general provisions, power of tax sale, preparation, mechanics, and certificate of sale. Redemptions, redemptions by installments, priorities of liens, bankruptcy, foreclosure, in personam, and In Rem are also discussed in depth. Other topics presented are assignment of tax sale certificates and cancellation and redemption of tax sale certificates. The course includes hands-on calculations. A review and final exam are given. A twelve-digit calculator is required. Manual will be provided.

Principles of Municipal Tax Collection III: Tax Office Operations (36 hrs)

Prerequisite: Tax Collection I and II

This third course in the sequence covers the tax appeal process (both County Board and State Tax Court); a detailed review of estimated and final tax billing (including state fiscal year); tax overbills; requirements and preparation of senior citizen and veterans deduction reporting; and calculation of percentages of tax collections. The course also includes instruction on the areas of records management and an overview of the operations and security of the tax office; mortgage escrow; and credit card acceptance. The course includes hands-on calculations. A review and final examination are given. A twelve-digit calculator is required. Manual will be provided.

STATE EXAM

The New Jersey State Tax Collection Certification Exam is scheduled for **October 1, 2008**. Applicants must apply to the Division of Local Government Services no less than 30 days in advance. Applicants must be in a tax office for two years—and have successfully completed PMTC I, II, and III—before taking the State Exam. The State Exam fee is \$25. For more information go to www.nj.gov/dca/lgs, or call the Certification Unit at 609/633-6349.