The Bulletin

East Bay Association of Enrolled Agents

To Enhance and Protect the Professional, Economic, and Educational Interests of all Enrolled Agents

August 2007

NEXT MEETING Wed, August 15, 2007

Place: **PLEASANTON Crowne Plaza Hotel** (go to http://www.ichotelsgroup.com/h/d/cp/1/en/hotel/sfopl?_requestid=103835 then click on Map/Directions)

4:30 Board Meeting

6:15 Networking

6:45 Dinner Buffet

7:15 Program: **"Accelerating Your Business"**

Cost: $35.00 with reservation by Friday August 10
$45.00 with reservation after deadline

Signup online at:
https://www.123signup.com/calendar?Org=ebaea

Questions: email ebaea@ebaea.org (preferred) or call 800-617-1040.

August Topic: "Accelerating Your Business and Your Client's Businesses"

Speaker: John Maver

By Philip Fiegler, EA, Program Chair

EAs are caught in a vise which is squeezing their revenue and profit opportunities from 4 sides. In addition, the government releases a continuous stream of new tax legislation, causing us to have to study and stay current, and all of this is non revenue added.

The presentation will discuss the squeeze and offer ideas on how to escape from it and build your revenues. The tips that are given can also apply to your business clients so that you can help them to expand their own businesses. In addition to making yourself more valuable to them as a supplier it also can provide you with greater revenue opportunities as their businesses grow.

John Maver leads the Maver Management Group, a business acceleration consulting firm that has been in business for 7 years. They help companies jump start their business planning and results through:

- Creating business plans, positioning to accelerate business progress and meet the client's revenue and earnings objectives. He also helps to identify and capitalize on core competencies.
- Identify opportunities and generate solutions.
- Providing executive counsel and mentoring.

John has an undergraduate degree in finance and an MBA in marketing. He had almost all of the requirements to become a CPA but chose to use his financial acumen in a different way. John Maver is a former Division President with Procter & Gamble and Clorox and CEO to several private companies.

The Maver Management Group has worked in a broad range of industries and hence has first hand experience with creative ways to drive accelerated business growth. This includes working with an East Bay EA to help him create his business plans and marketing programs. John has been able to help not only his clients but also his client's clients build their business.

Special Note from Phil Fiegler:

This will be my last bulletin blurb as your program chair. Greg Crofton is going to be taking over the chair. We are working together on the next few months' agendas and I am confident that Greg will continue with the mission of bringing the best possible dinner education and topics to our group. I want to thank all of you for the nice compliments on our programs that you have given me over the last 3 years. I appreciated the feedback and comments very much, and it is always nice to feel appreciated.

PRESIDENT'S MESSAGE

by Tom Johnston, EA

I remember a tax practice management workshop presented about twenty years ago at a country club in Alamo by several members of the Chapter. I can't remember who the presenters were, but I remember that I received guidance and ideas from experienced EAs that helped me starting out in tax preparation.

Through the years at Dinner Meetings, Seminars, and casual chats I have benefited from the willingness of other EAs to share their wisdom and sincerely try to help me in my practice.

When I have had a challenge in knowing how to handle an item on a client's return, I have called other EAs and received great wisdom and help. Sometimes I haven't known who to call and have called who I knew or the Chapter Office and asked if they knew anyone that could answer my question.

Isn't it wonderful to belong to an organization where networking is an honored legacy? You may have noticed that the name listed for "cocktail hour" has been changed to "Networking". The executive committee wants to stress that for those who don't imbibe and those that don't know very many people to socialize with, this could be a time to make an acquaintance and ask a question that is on your mind. We hope that if you see someone you don't know, you will make it a point to introduce yourself, ask how you can assist them, and introduce them to someone else. I would especially appreciate your seeking me out so I can meet those who are new or haven't attended a meeting for a while.

I was at a meeting recently where one attendee shared the thought that he attended several meetings a week looking for the one thought or idea that would benefit him that week. As I have pondered on that idea I realized that goal made him engaged in the meetings. Another attendee said he attended meetings to say something that he hoped would help others attending the meeting. Think how noble and productive it would be to attend meetings with both goals in mind.

Sometimes helping someone is as simple as introducing yourself, welcoming them to the meeting, and handing them a business card so they can call if they need someone to answer a question.

Remember the Legacy and Accept the Opportunity to Serve with Purpose.

SPECIAL ENROLLMENT EXAM CLASS

Once again, we are offering a SEE prep class for all prospective EAs. Due to the changes made to the EA exam, our format has also changed. There will be nearly one month of class, then a short break to take that part of the exam before the next session starts. It is expected that this method will allow the highest retention of important information and thereby increase your prospects of passing the exam on your first try. The SEE class qualifies for 60 hours of EA and CRTP continuing education. More information is available from the flyer enclosed or by contacting Tom Johnston at (925) 828-4500 or at taxtomea@comcast.net

DINNER SUBSCRIPTIONS AVAILABLE

With the beginning of our new fiscal year, we are once again offering the popular dinner subscription. This plan grants you automatic reservation at all 10 remaining Chapter dinner meetings for one locked-in price, so you are immune to any price increases due to different venues, additional CE offered, etc. You pay for eight regularly-priced meetings ($280) and get all ten plus bonuses (recent value $395). Note that the additional free dinner now takes the place of the education discount we used to offer.

This plan is only offered through our September meeting and takes your summer vacation into consideration. If you enroll before the August meeting, the price is $280. If you enroll after the August meeting but before the September meeting, the price is $245. To enroll, either sign up online now, use the enclosed form to send a check so the Chapter Office receives it at least a week before the meeting which starts your subscription (this gives us time to process it), or sign up online as normal and bring a check for the remaining amount to the dinner meeting. If you have any questions, please email them to ebaea@ebaea.org

2007 TAXTALK SCHEDULE ANNOUNCED

by Diane Jaworski-Faulhaber EA, CFP®

The schedule for TaxTalk is basically 8AM-5PM, Wed, Oct. 31st, Thurs. Nov. 1st and Fri. Nov. 2nd. Pricing is $480 for all three days or $189 for any one day, same price for members and non-members this year. The location is the Crowne Plaza Hotel in Pleasanton (or whatever they rename it between now and then).

2007 TaxTalk provides 24 CE hours, including 2 hours Ethics and 4 hours California, thereby completely fulfilling IRS and CTEC/CRTP requirements for 2007 continuing education.

Wed. Oct 31st: Karen Brosi on Stock Options (2 hours) and AMT (2 hours); lunch; Vicki Mulak on CA Update (2 hours) and Domestic Partners (2 hours)

Wed. Oct. 31st: 6PM “Tax Talk After Hours” with Joe Calderaro (no CE, but well worth your time)

Thurs. Nov. 1st: Gary McBride and Tom Daley on Federal Update (8 hours)

Fri. Nov 2nd: Art Werner on Estate Planning and Business Issues (6 hours); Ethics Panel (2 hours)

Watch your mailbox for the flyer or go online to register now and ensure you get the earliest discount pricing!

REGISTER NOW - EARLY BIRD DISCOUNT EXPIRES ON SEPTEMBER 1

AUGUST MINISEMINAR
by Diane Jaworski-Faulhaber EA, CFP®
"THE EA'S GUIDE TO ESTATE ADMINISTRATION" presented by **Art Werner**
August 23, 2007, 8:30 am - 5:00 pm
$189 for 8 hours CPE including lunch
Crowne Plaza Hotel, Pleasanton

What you will learn:
Way too many neat things to list here - More information is available from the flyer enclosed.
YOU CAN'T AFFORD TO MISS THIS CLASS!

CALIFORNIA SALES & USE TAX

Are any of your clients confused about what is or is not taxable? Are any of your clients undergoing an audit by the State Board of Equalization? Don Wayne has represented clients in sales tax audits for more than 25 years. Telephone: (925) 472-0990 Fax: (925) 472-0991 Email: Don@DonWayne.com Website: www.DonWayne.com

EL CERRITO OFFICE SPACE AVAILABLE

Share office suite with established EA. Great location next to vibrant El Cerrito Plaza, w/ Starbucks, Barnes and Noble, Trader Joes; just one block from EC Plaza BART station, 5 minutes from 80 & 580 freeways, ½ block from Post Office. On-Site parking, utilities and furnishings included. The available private office has natural sunlight, built in shelving, storage and balcony. Current EA is willing to share office assistant on and off tax season. Great location for established EA or EA just starting practice. Possible opportunity to pick up overflow clients! Contact: KeAloha Couch at (510) 558-8060 or kealoha@couchtaxes.com

HELP WANTED - TAX PROFESSIONAL

We are a fast-growing financial management firm, offering personal financial management services (planning, investments and tax prep) to about 90 families, with about $100 million in assets under management. We seek an experienced tax preparer to manage the income tax preparation and tax consulting services portion of our business, together with the financial planner and portfolio manager. The tax services are closely connected to, and overlap with, financial planning and portfolio management tasks. Desirable credentials include CPA, EA, CFP®.

Responsibilities include: Income tax return preparation – about 50 simple returns per year; Calculating quarterly estimated payments; Year-end planning; Tax projections; Tax consulting; Gain/loss reconciliations and planning with the portfolio manager. This position offers the right candidate an opportunity to move into the very rewarding Investment Advisory profession.

Our company is paperless, efficient and growing. Our staff is smart, productive and fun. We offer competitive salaries, profit-sharing, health insurance benefits and a generous vacation schedule. We are "family-friendly", i.e., can accommodate working moms and dads. Schedule is flexible. Position can be anywhere from 30 to 40 hours per week. Salary commensurate with experience; revenue-based bonus plan. To apply please send your cover letter and resume to Halle Brown at halle@grubmanfinancial.com. Include "tax preparer" in the subject line of your email.

HELP WANTED – OFFICE ADMIN ASSIST

Established tax office in Hayward is seeking an experienced Office Administrative Assistant. 2 years current experience preferred. This is a part time position but will become full time during tax season. Work is in a contemporary and pleasant office environment. Responsibilities include: answering phones, setting up appointments, greeting clients, filing, some data entry, and assembling tax returns. Other duties as assigned. Must be computer literate and have proficiency in Excel and Word. Must be able to Multi-task and be capable of working in a fast paced environment. Must be able to meet deadlines and set priorities. Attention to detail is essential. Good written and oral skills are required.

Please fax a copy of your resume including a cover letter and salary requirements to: Attn: Patty Pringle, EA, Office Manager; Secure Taxes, Incorporated (510) 537-9331.

HELP WANTED – SEASONAL TAX PRO

Established tax office in Hayward is seeking an experienced tax professional. EA with a minimum of 2 years current experience preferred. Work is in a contemporary and pleasant office environment. Responsibilities include preparation of simple to complex tax returns for individuals and small businesses. 2 yrs + experience using Lacerte Tax Software; assemble returns for signature, use of work papers & documentation management. Successful candidate should have good communication skills and be computer literate.

Please fax a copy of your resume including a cover letter and salary requirements to: Attn: Patty Pringle, EA, Office Manager; Secure Taxes, Incorporated; (510) 537-9331.

HUMOR (thanks to Bob McKenzie)

When my nomination as IRS commissioner was announced on June 3, 1997, one reporter asked me, "Were you ever in the military and if you were, did you volunteer for a suicide mission?" - Charles Rossotti, former commissioner

A detailed analysis of tax strategy usually reveals that the best time to take positive tax action is last year.

"In time of this grave national danger, when all excess income should go to win the war, no American citizen ought to have a net income, after he has paid his taxes, of more than $25,000 a year." - President Franklin D. Roosevelt

"Death can only be profitable: there's no need to eat, drink, pay taxes, offend people, and since a person lies in a grave for hundreds or thousands of years, if you count it up the profit turns out to be enormous." - Anton Pavlovich Chekhov (1860–1904)

"Taxation with representation ain't so hot either." - Gerald Barzan, humorist

"Income tax has made more liars out of the American people than golf." - Will Rogers, humorist

CALENDAR OF EVENTS

(All 2007 events at Crowne Plaza, Pleasanton)

August 2007

15 EBAEA Dinner Meeting
23 EA's Guide to Estate Administration (Art Werner Miniseminar)
25 SEE Class part 2/1

September 2007

15 SEE Class part 2/2
19 EBAEA Dinner Meeting
22 SEE Class part 2/3
29 SEE Class part 2/4

October 2007

17 EBAEA Dinner Meeting
20 SEE Class part 3/1
27 SEE Class part 3/2
31 TaxTalk day 1

November 2007

1 TaxTalk day 2
2 TaxTalk day 3
3 SEE Class part 3/3
14 EBAEA Dinner Meeting

December 2007

19 EBAEA Dinner Meeting

January 2008

16 EBAEA Dinner Meeting (location TBA)

February 2008

20 EBAEA Dinner Meeting (location TBA)

March 2008

19 EBAEA Dinner Meeting (location TBA)

April 2008

No April meeting – enjoy your nap!

May 2008

21 EBAEA Annual Corporate and Dinner Meeting (location TBA)

June 2008

18 EBAEA Dinner Meeting (location TBA)
26 CSEA Annual Meeting (Sacramento)

Small Group Tax Meetings

Antioch /Brentwood Every Fri 8:00am
Brentwood Café, 8500 Brentwood Blvd, Brentwood
Ken Seamann EA (925) 634-8297

Oakland/Berkeley 3rd Fri, 10:30am
Park Avenue Grill, 4184 Piedmont Ave at Linda, Oakland
Philip Fiegler EA (510) 530-1174

Danville Area 4th Tues, 9:30am
Pascals French Oven, 155 Railroad Ave, Danville
Michael Power EA (510) 366-8836

San Ramon 2nd & 4th Fri, 7:30am
Contact Bonnie for location
Bonnie Buhnerkempe EA (925) 855-0829

Livermore Area 1st & 3rd Wed, 7:30am
Beebe's Sports Bar&Grill, 915 Club House Dr, Livermore
Richard Goudreau EA (925) 606-6672

Castro Valley 3rd Tues, 8:00am
Carrow's, 2723 Castro Valley Blvd @ Lake Chabot, CV
Dagmar Bedard EA (510) 537-3883

South Alameda County 1st Wed, 9:30am
Dino's, 1 block W of I-880 on Industrial Blvd, Hayward
Sal Romo EA or Walt Thomas EA (510) 487-1691

2007 - 2008 Board of Directors and Committee Chairs

Web Page http://www.ebaea.org

President: Thomas Johnston EA	925-828-4500
1st VP: Walter Nygaard EA, etc	510-547-0440
2nd VP: Peggy Hall EA	925-388-1040
Treasurer: Tim Hintzoglou EA	925-930-7737
Secretary: Don Wayne EA	925-472-0990
Past Pres: Bonnie Buhnerkempe EA, etc	925-855-0829
Director 2007-2008:	
Philip Fiegler EA	510-530-1174
Barbara Sparks EA	925-634-8630
Greg Crofton EA	925-218-2301
Director 2007-2009:	
Dagmar Bedard EA	510-537-3883
Lonnie Gary EA, USTCP	650-559-5124
Ravi Sundarraj EA	925-984-1219
CSEA Directors: Walter Nygaard EA	510-547-0440
Peggy Hall EA	925-388-1040
IRS Practitioner Panel: Phil Fiegler EA	510-530-1174

Communication Committee, (2nd VP)

Chair: Walter Nygaard EA	510-547-0440
Membership: Barbara Sparks EA	925-634-8630
Judy Gilmer EA	925-373-1468
Outreach: (vacant)	
Public Affairs: Dagmar Bedard EA	510-537-3883
Social Affairs: Janet Bridges EA	510-505-0818
Business Preservation: Linda Fox EA	925-846-5913

Disaster Services: Janet Bridges EA	510-505-0818

Education Committee, (1st VP)

Chair: Peggy Hall EA	925-388-1040
Inter-chapter Liaison: (vacant)	
Tax Talk: Diane Jaworski-Faulhaber EA	510-538-0948
Charleen Daefield EA	925-872-4075
Program: Greg Crofton EA	925-218-2301
Scholarship: Norm Madge EA	510-489-8713
Continuing Ed: Joanne Anderson EA	925-938-9086
Town Hall: Ravi Sundarraj EA	925-984-1219
SEE Class: Thomas Johnston EA	925-828-4500
Mini Seminar Team: (vacant)	

Administration Committee (IPP)

Chair: Bonnie Buhnerkempe EA, etc	925-855-0829
Financial Review: Lonnie Gary EA	650-559-5124
Bylaws/SOP: Sal Romo EA	510-417-9492
Budget & Finance: Walt Thomas EA	510-725-8356
Chapter Off.: Bonnie Buhnerkempe EA	925-855-0829
Legislative Affairs: Kim Kastl EA	510-537-2122
Nominating: Bonnie Buhnerkempe EA	925-855-0829
Strategic Advisory:	
Bulletin: Duncan Sandiland EA	925-691-1040
Tax Agency Liaison:	

EAST BAY ASSOCIATION OF ENROLLED AGENTS

POBox 23125
Pleasant Hill, CA 94523
(800) 617-1040   fax (925) 465-7474
e-mail: ebaea@ebaea.org

2007 SPECIAL ENROLLMENT EXAM PREPARATION CLASSES

Presented By

EAST BAY ASSOCIATION OF ENROLLED AGENTS

Part 2 – Businesses **Dates: Aug 25, Sep 15, 22, 29** CPE 24 hrs
Break to take exam on Part 2 if wish.

Part 3 -- Representation, Practice, Procedures **Dates: Oct 20, 27, Nov 3**
CPE 18 hrs *Take exam on Part 3.*

Time: **Saturdays 9:00 AM to 4:00 PM** (Lunch is on your own)

Location: **Crowne Plaza Hotel,** 11950 Dublin Canyon Road,
Pleasanton CA **9**4588

Instructors: **Richard Goudreau, EA, Gerald Pusateri, EA, Sal Romo, EA**

Class Fees:
$225 each for Parts 2 and 3

Text Books are included in class fee

Register online at: www.123signup.com/calendar?Org=ebaea

Information: Tom Johnston at 925-828-4500 or taxtomea@comcast.net

Scholarships: Norm Madge at 408-398-5737 or normmadge@earthlink.net

To apply for Enrollment: www.irs.gov/taxpros/agents

To schedule exam: www.prometric.com/irs

THE EA'S GUIDE TO ESTATE ADMINISTRATION

Presented By

EAST BAY ASSOCIATION OF ENROLLED AGENTS

Speaker

Art Werner

August 23, 2007
8:30 am - 5:00 pm
CPE 8 hrs
$189
Includes Lunch

Crowne Plaza Hotel
11950 Dublin Canyon Road
Pleasanton CA 94588

What you will learn:
Estate settlement issues, Collection & accounting of assets,
Determining the legitimacy of debts and creditors,
Payment of creditors, Distribution issues,
Probate issues, Will contests,
Inventory of assets, Fiduciary Duties
Rights of Creditors, third parties and beneficiaries,
Federal Estate Tax issues,
Fiduciary Accounting issues, and
Special issues regarding trusts

Contact: Diane Jaworski-Faulhaber, EA at 510-538-0948
e-mail: synergyf@pacbell.net

Register online at: www.123signup.com/calendar?Org=ebaea

EAST BAY ASSOCIATION OF ENROLLED AGENTS

PO BOX 23125
PLEASANT HILL CA 94523
PHONE 800-617-1040
FAX 925-465-7474
ebaea@ebaea.org

DINNER SUBSCRIPTION

Automatic reservation at all eleven chapter dinner meetings for one price.

No increase in price for different venue or additional CPE.

Check one:

_____Beginning July 19 **ten** dinner meetings for the price of eight ($360 value for $280)

_____Beginning August 15 **nine** dinner meetings for the price of seven ($325 value for $245)

No subscriptions after September 19 accepted.

Enclose your check payable to: **East Bay Association of Enrolled Agents** and mail to the above address:

Name: ____

Address: ____

____

Phone: _____________________________

COMMUNICATING WITH THE IRS

So, you have completed the tax return! My favorite line from *The West Wing* is when President Bartlett has completed one item he says "What's Next?", the signal to move on to the next subject.

On September 27, 2007 the six Bay Area Chapters (Big Valley, East Bay, Golden Gate, Mission Society, North Bay and Solano-Napa) partner with the IRS to present you a "how to" workshop to help you communicate with the IRS to speed up the process of resolving questions about your clients' returns.

You may have asked just what that process could be? Let me create a simple outline of what could happen after you have filed the return and what we will be presenting.

1. The return is filed with the IRS.
2. The information on the return is matched with the IRS information on the return.
3. If there is a mismatch the IRS can do one of three things:
   A. Send your client a CP 2000 asking your client to verify the information and expand the difference;
   B. Send your client a CP 2501 asking your client to explain what is on the return and to send them verification of the deductions on the return; or
   C. Send your client the very stressful Audit Notice – for either an Office Audit or a Field Audit.

Do you have procedures in your office to handle each of these events? Do you know what the IRS needs and how they handle your information to close these events in the most efficiently manner possible? Here is what we are presenting to answer these concerns and help you develop a system in your office to help resolve the stress to your client and yourself from these inquiries.

What do we have for you to build these systems?

1. Navigating the IRS.gov website – Did you know the IRS code, regs, etc are all there for your free access? Do you have the URL for these services listed in one favorite/bookmarked site on your search engine? You will after this workshop.
2. Update on Audit Procedures – do you know what the document looks like, how they are executed by the IRS, and in what sequence? Do you know why the IRS has chosen to call the taxpayer first before they sent out the audit letters? Do you wish to be more proactive if there is an audit? You will have a better understanding of the process after this workshop.
3. CP 2000 Concerns – So your client received one – how do you respond? What documents do you provide? What happens if you don't respond within the time limit? We will create and give you a checklist to resolve these more effectively!
4. Working with TAS and Creating the Most Effective Case - everything has gone bad, what can I do to get it resolved? What documents can I provide TAS to help them help our taxpayers? A document checklist of what is needed will be developed and your questions answered.
5. Reducing the Burden – Is the IRS is going away? No, but do you know of problems that could be simplified through new rules and forms? How do you participate, what is the process and how do you stay informed of the progress? We will answer these questions and give you the URL to stay informed.
6. "Melting the ICE" How you and your business clients may be impacted by the Immigration and Customs Enforcement.

After 37 years as an Enrolled Agent, I am now experiencing a team of Enrolled Agents and IRS personnel working together to develop a program to help make our lives and our clients' lives less stressful dealing with those dreaded IRS communications.

Looking forward to seeing you at our workshop!

To register go to http://www.missioneas.org/pdfs/2007TownHall.pdf

2007 13th Annual IRS/Practitioner Townhall Committee

Big Valley - East Bay - Golden Gate - Mission Society - North Bay – Solano Napa CSEA Chapters - IRS

13th Annual
Tax Practitioner/IRS - Town Hall Meeting

"Communicating with the IRS"

Resources – Learn how to use the IRS resources to increase your value to your clients.

Let **IRS Subject Matter Experts** clarify issues and hot topics of importance to you and your tax practice.

Get the latest including:

- ***Navigating the New IRS web site and save money on your research cost,***
- ***Reducing the Tax Burden – do you know how you can help,***
- ***Immigration and Customs Enforcements – how they might effect your clients,***
- ***Current Audit Procedures – knowing them will save you time, stress and help your client pay the correct tax,***
- ***Taxpayer Advocate Services – how to process a case from A to Z; with less stress.***

Radisson Hotel San Jose
1471 N 4th St, San Jose, CA 95112
(408) 452-0200

Thursday, September 27, 2007
8:30 a.m. – 4:30 p.m.
Registration begins at 7:30 a.m.

REGISTRATION FORM

ACCESS FILLABLE FORM AT: http://www.missioneas.org/pdfs/2007TownHall.pdf

Please complete a separate form for each participant.

Name: ______________________________

Company: ______________________________

Address: ______________________________

City: ____________ **State:** ______ **Zip Code:** ____________

Phone: (   ) ____________ **Fax*:** (   ) ____________

Email Address*: ______________________________

***** *Fax # or Email Address is required for registration confirmation.*

How did you hear about the event? ______________________

Member of which CSEA, CPA, Attorney, Prof. Tax Related Chapter?

____

For CPE Credits please provide the following:

EA# ____________ ***CPA#*** ____________ ***BAR#*** ____________

CTEC# ____________ ***Other*** ____________

Payment: (Includes Continental Breakfast, Lunch & Refreshments)

Early Bird **$125** ☐ ***After*** Sept 7, 2007 **$140** ☐

Form of Payment: Check ☐ (*Payable to*: **"Mission Society CSEA"**)

Visa ☐ **MasterCard** ☐ **American Express** ☐

Acct # ______________________ **Exp. Date** ____________

Name as appears on card: ______________________

SIGNATURE ______________________________

Mail completed **Registration Form** and **Form of Payment** to:

Mission Society of CSEA
c/o Mission Office
1475 S. Bascom Ave #206
Campbell, CA 95008

... or if **Paying by Credit Card** Fax to**:**
(408) 371-8677

Registration Questions?

Phone (800) 832-6732
Email office@missioneas.org

Cancellation Policy:

FULL refund, call by September 7, 2007.
PARTIAL refund (less $50),
call by September 18, 2007.

Special Hotel Rates:
Call hotel, ask for *In-House Reservations*:
"MSEA"
Event Rate (thru September 6th) **$110**
*** 7 hours Very Valuable CPE**

OFFICE USE: Date Received ________ Check ________ Amount ________