



MULTISTATE TAX COMMISSION

*Maximizing the synergies of multi-state tax cooperation*

**Statistical Sampling for Sales and Use Tax Audits  
Madison, Wisconsin  
March 31 – April 3, 2014**

Madison can get to be a busy place, so we suggest making hotel reservations as early as possible. However, wait to make air travel arrangements until you have final registration confirmation from the MTC.

Course Location

Wisconsin Department of Revenue  
2135 Rimrock Road  
Madison, WI 53713

Hotel Information

There is no room block established for this event; however, the following hotels are close to the Wisconsin Department of Revenue:

Clarion Suites at the Alliant Energy Center  
2110 Rimrock Rd  
Madison, WI 53713  
<http://www.clarionhotel.com/hotel-madison-wisconsin-WI103>  
(Directly across the street from the course location.)

Sheraton Madison Hotel  
706 John Nolen Dr.  
Madison, WI 53713  
<http://www.sheratonmadison.com/>

Students are responsible for transportation from their hotel to the training facility.

Air Travel

The Dane County Regional Airport in Madison is served by several major airlines. In addition, Mitchell International Airport in Milwaukee is about 75 miles from Madison.

### Computer Requirements

Each participant is required to have a windows compatible laptop computer with the following attributes:

- 1) Windows 7, Vista, XP (or Windows 98) operating system
- 2) Be able read electronic files by either an external flash drive using an available USB port or CD disk (at the class site)
- 3) Be able to copy files onto the hard drive from an external CD or flash drive (at the class site)
- 4) Office 97, 2000, 2003, 2007 or 2010 installed with Excel up and running
- 5) Ability to use VBA macros in Excel (VBA must be enabled in MS Office)
- 6) Ability to change the security level of macros in Excel (the student/user - not just the administrator - must have the rights to change security levels to enable use of custom written macros)

Approximately two weeks prior to the course, we will send MTC Sampling Software to students on a CD. This software should be installed prior to the start of the course. The CD will be sent to the "mailing address" from your registration form; if you have other mailing instructions, please let us know.