

# Details you need to know for 2020

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

Due to possible delays, we are asking that all registrations be completed on-line using a credit or debit card.

**Continuing Education Credits.** A total of sixteen (16) continuing education units (CEU's) are offered for the Fall Tax Institutes. Each class will consist of four morning sessions with four hours of presentations each morning. You will need to attend all four consecutive mornings for the full 16 hours of credit. These have been accredited through the Oklahoma Board of Accountancy, the Oklahoma Bar Association MCLE Commission, the IRS for Enrolled Agents and Other Tax Return Preparers, and Certified Financial Planners. Professionals who require certification should complete the CPE section on the registration form. Attendees must respond to three live polling questions during each 50 minute presentation to verify attendance. Your responses will serve as your signature for each credit hour. A letter of certification will be mailed to you. You must retain this certification letter for auditing purposes.

**Registration Fees.** Materials will be mailed to the address provided on your registration form. Please register well in advance of your desired class date to guarantee arrival of your textbook prior to the presentations. Fees will cover all workshop materials, including the CCH Master Tax Guide. The Master Tax Guide will be mailed separately in late November or mid December. 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 only.

**Schedule.** Each class will consist of four consecutive mornings. Four live 50-minute presentations will be conducted each morning and will run from 8:00 a.m. to noon for a maximum of 16 hours of CPE.

**Refund and Transfer Policy.** All refund and transfer requests must be made by October 15. Call 405-744-6489 to make any refund or transfer requests. There will be a \$30 processing fee for all transactions.

**Confirmation.** You will receive an email verifying you have submitted your order. You will receive a second email that confirms your registration when the order is complete. This will serve as your receipt. If you do not receive the first or second email, please contact our office at 405-744-6489.

**Webinar Link.** Your webinar link and password will be sent to your email address 2 weeks prior to your class.

**Questions.** Please submit all questions including enrollment, subject matter, or webinar questions to [osutaxschools@okstate.edu](mailto:osutaxschools@okstate.edu)