

Details you need to know – Fall 2023

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

Continuing Education Credits. A total of sixteen (16) continuing education units (CEU’s) are offered for the Fall Tax Institutes. 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. A letter of certification will be sent to your email address. You must retain this certification letter for auditing purposes.

In-Person: Each location will consist of 2 full day sessions 8:00am to 4:40pm. 4 hours of credit will be given for each half day that you sign in for Continuing Education Credit for a maximum of 16 hours of CPE.

Webinar: Each class will consist of four morning sessions with four hours of presentations each morning from 8:30am to 12:30pm for a maximum of 16 hours CPE. You will need to attend all four consecutive mornings for the full 16 hours of credit. Attendees must respond to three of four live polling questions during each 50 minute presentation to verify attendance. Your responses will serve as your signature for each credit hour.

Registration Fees. Enrollments are handled on a prepaid advance registration basis only. \$320.00 Early Bird Registration Fee. Starting November 1st the fee will increase to \$350.00

Materials.

In-Person attendees will receive their textbook at the registration desk. The CCH Master Tax Guide will be mailed at a later date to the address provided on your registration.

Webinar attendees will receive their textbook through the mail at the address provided on your registration form. If you are not working at your office during this time we recommend you use your home address. The CCH Master Tax Guide will be mailed at a later date to the address provided on your registration.

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.)

Refund and Transfer Policy. All refund requests must be made by November 1. Transfers can only be made to the second Webinar (December 5-8, 2023.) Email agconferences@okstate.edu to make any refund or transfer requests. There will be a \$30 processing fee for all transactions.

2 Confirmation emails. You will receive an order confirmation/receipt email from osugconferences@okstate.edu once you submit your registration verifying you have submitted your order. You will receive a second online order confirmation 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. If you registered for a webinar, your webinar link and password will be sent to your email address prior to your class.

Questions. Please email any questions you have including enrollment, subject matter, and classes to osutaxschools@okstate.edu