CONCEPTS OF
STATE PROPERTY AND TRANSACTION TAXATION (572)
SYLLABUS – FALL 2015

SALES TAX INSTRUCTOR:
Larry Fee, Partner
PricewaterhouseCoopers LLP
One North Wacker Drive
Chicago, IL  60606
Phone:  (312) 298-2474
Facsimile:  (813) 741-8676
E-Mail:  larry.fee@us.pwc.com

PROPERTY TAX INSTRUCTOR:
Todd Barron, CMI
Barron Corporate Tax Solutions
P.O. Box 1588
Wheaton, IL 60189
Phone:  (630) 942-8100
Facsimile:  (630) 942-9901
E-Mail:  tbarron@barrontax.com

The texts for the course are as follows:

Property Taxation, Fourth Edition
IPT (Institute for Professionals in Taxation)

Property Appraisal & Assessment Administration
IAAO (International Association of Assessing Officers)

Sales and Use Taxation, First Edition
IPT (Institute for Professionals in Taxation)

The course will consist of ten sessions broken down as follows:

Sales/Use Tax   4 sessions
Property Tax    4 sessions
Sales Tax Exam  1 session
Property Tax Exam 1 session

Grading will be based on the following weighting:

Sales Tax Grade   50%
Property Tax Grade 50%

The sales tax exam will be administered in week six. Three hours will be allowed for completion.

The property tax exam will be administered during finals week. Three hours will be allowed for completion.

Weekly reading assignments and homework problems will be detailed on a separate assignment schedule. There will be a property tax case study requiring student participation in week 10. The case study will be graded and will count toward the property tax portion of the course grade.

If there are any questions regarding this syllabus, do not hesitate to call either instructor.


**MST 572**  
Concepts of State Property & Transaction Taxation

**Syllabus and Reading Assignments**

**Week 1: 9/14**  
**INTRODUCTION TO THE COURSE**

**TRANSACTION TAX READING ASSIGNMENTS**

**Week 2: 9/21**  
<table>
<thead>
<tr>
<th>Chapter No.</th>
<th>Pages</th>
<th>Title</th>
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<tbody>
<tr>
<td>1</td>
<td>1-7</td>
<td>Nature of Sales and Use Taxes</td>
</tr>
<tr>
<td>2</td>
<td>9-24</td>
<td>History and Economic Impact</td>
</tr>
<tr>
<td>3</td>
<td>25-30</td>
<td>The Structure of Sales and Use Tax</td>
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<tr>
<td>4</td>
<td>32-36</td>
<td>Registration Process</td>
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<tr>
<td>9</td>
<td>139-148</td>
<td>Federal Constitution Issues</td>
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Nexus Handout - On D2L under "assignments"

**Week 3: 9/28**  
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<td>391-400</td>
<td>Retailing</td>
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<td>7</td>
<td>121-124</td>
<td>Resale Certificates</td>
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<tr>
<td>10</td>
<td>151-166</td>
<td>Drop Shipments</td>
</tr>
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<td>12</td>
<td>179-200</td>
<td>E-commerce</td>
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<td>19</td>
<td>377-390</td>
<td>Printing/Direct mail.</td>
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<td>6</td>
<td>99-108</td>
<td>Exemptions</td>
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**Week 4: 10/5**  
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<tr>
<td>21</td>
<td>401-407</td>
<td>Services</td>
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<td>11</td>
<td>169-177</td>
<td>Mixed Transactions</td>
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<tr>
<td>18</td>
<td>357-372</td>
<td>Manufacturing</td>
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<tr>
<td>17</td>
<td>329-356</td>
<td>Leasing</td>
</tr>
<tr>
<td>13</td>
<td>201-206</td>
<td>Mergers</td>
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<td>Construction Contractors</td>
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**Week 5: 10/12**  
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<td>4</td>
<td>40-43</td>
<td>Audit Functions</td>
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<tr>
<td>7</td>
<td>116-121</td>
<td>Audits</td>
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<td>23</td>
<td>425-432</td>
<td>Administrative Appeals</td>
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<td>24</td>
<td>447-456</td>
<td>Court Action</td>
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**Week 6: 10/19**  
**EXAM – TRANSACTION TAXATION**
PROPERTY TAX READING ASSIGNMENTS

**Week 7: 10/26**

**INTRODUCTION TO PROPERTY TAXATION**

- **IPT**
  - Chapter 1 ................................................................. Pages 1-18
  - Chapter 11 ............................................................... Pages 485-489
  - Chapter 13 ............................................................... Pages 561-580
  - Chapter 11 ............................................................... Pages 490-493
  - Chapter 5 ................................................................. Pages 253-275
  - Chapter 3 ................................................................. Pages 162-181

- **IAAO**
  - Handout ..................................................................... Pages 10-14
  - Handout ..................................................................... Pages 14-21

**Week 8: 11/2**

**INTRODUCTION TO VALUATION CONCEPTS**

- **IPT**
  - Chapter 3 ................................................................. Pages 113-162

- **IAAO**
  - Handout ..................................................................... Pages 153-176
  - Handout ..................................................................... Pages 205-230
  - Handout ..................................................................... Pages 231-236

**Week 9: 11/9**

**PROPERTY TAX ASSESSMENT PRACTICES & SAVINGS OPPORTUNITIES**

- **IPT**
  - Chapter 1 ................................................................. Pages 41-51
  - Chapter 11 ............................................................... Pages 494-536
  - Chapter 7 ................................................................. Pages 315-323
  - Chapter 7 ................................................................. Pages 343-354
  - Chapter 8 ................................................................. Pages 375-420
  - Chapter 9 ................................................................. Pages 454-462

- **IAAO**
  - Handout ..................................................................... Pages 113-119

**Week 10: 11/16**

**PROPERTY TAX ASSESSMENT NEGOTIATION & APPEALS PROCESS**

- **IPT**
  - Chapter 1 ................................................................. Pages 69-91
  - Chapter 17 ............................................................... Pages 751-762
  - Chapter 18 ............................................................... Pages 763-778

- **Case Study**
  - Handout

**Week 11: 11/23**

**EXAM – PROPERTY TAX**