

## Training Location & Hotel Information

### REGIONAL TRAINING SESSIONS

#### New York, NY

Thursday, 09/27/07 8:00 am - 5:00 pm

Friday, 09/28/07 8:00 am - 12:00 pm (Enterprise Only)

**THE WESTIN NEW YORK AT TIMES SQUARE**

270 WEST 43RD STREET

NEW YORK, NY 10036

RESERVATIONS: 866-837-4183

#### Chicago, IL

Friday, 10/05/07 8:00 am - 5:00 pm

**THE HOTEL MONACO CHICAGO**

225 NORTH WABASH

CHICAGO, IL 60601

RESERVATIONS: 866-610-0081

#### Atlanta, GA

Friday, 10/12/07 8:00 am - 5:00 pm

**DOUBLETREE HOTEL ATLANTA - BUCKHEAD**

3342 PEACHTREE ROAD NE

ATLANTA, GA 30326

RESERVATIONS: 404-231-1234

#### Hartford, CT

Thursday, 10/25/07 8:00 am - 5:00 pm

Friday, 10/26/07 8:00 am - 12:00 pm (Enterprise Only)

**HARTFORD MARRIOTT DOWNTOWN**

200 COLUMBUS BLVD

HARTFORD, CT 06103

RESERVATIONS: 860-249-8000

#### Reno, NV

Monday, 11/12/2007 8:00 am - 5:00 pm

**ELDORADO HOTEL & CASINO**

345 NORTH VIRGINIA ST

RENO, NV 89501

RESERVATIONS: 775-348-9271

### DALLAS HANDS-ON CLASSES (1-1/2 DAYS)

#### Dallas, TX (1)

Monday, 09/10/07 8:00 am - 5:30 pm

Tuesday, 09/11/2007 8:00 am - 12:00 pm

#### Dallas, TX (2)

Monday, 09/17/07 8:00 am - 5:30 pm

Tuesday, 09/18/07 8:00 am - 12:00 pm

#### Dallas, TX (3) Enterprise Only Class

Monday, 10/15/07 8:00 am - 5:30 pm

Tuesday, 10/16/07 8:00 am - 12:00 pm

#### LOCATION:

**TRITECH SOFTWARE DEVELOPMENT CORP.**

740 E CAMPBELL RD, SUITE 400

RICHARDSON, TX 75081

#### SUGGESTED HOTEL:

**THE RICHARDSON HOTEL**

701 E CAMPBELL RD

RICHARDSON, TX 75081

RESERVATIONS: 972-231-9600

## Regional Training Agenda – Full Day



Continental Breakfast (8:00am – 8:30am)

Session 1 (8:30am – 9:15am)

### **Introduction, Creating Data Files & Importing Data**

This session covers various useful topics from creating data files to the different types of data entry. The rollover feature will be reviewed in detail to emphasize the type of information that will transfer from one year to the next. This session will also focus on the Import feature of Premium Pro. You will learn the necessary steps to import information into the State Business Page, Schedule T, and states containing municipal information.

Session 2 (9:15am – 9:45am)

### **Option, Rate and Fee Tables and Calculation Methods**

By altering various global and state specific options, you will learn about the flexibility of the calculation process and how you can customize the software to best suit your company needs. We will discuss the Rate and Fee Tables, where you may view and modify any tax rate and/or fee that a state may charge your company. This session will end with a discussion of the different types of calculation methods.

Session 3 (9:45am – 10:15am)

### **Flow of Data from the Annual Statement to Current State Returns**

In this section, you will become familiar with the Annual Statement area and we will review the key entry locations for Guaranty Fund Assessments, Prepayments, and Qualified Premiums. You will also become more familiar with how your Annual Statement data transfers to your state of filing returns. Finally, we will cover the State Filing Information Page, Return Instructions, Preparer Notes, and help files, all of which will aid you when filing your returns.



Break (10:15am – 10:30am)

Session 4 (10:30am – 11:00am)

### **Retaliatory Calculations**

This session traces the amounts entered in the Annual Statement area to the state of domicile sections of your returns. We will discuss the retaliatory calculations for your state returns, which includes the Retaliatory Input Schedule, the use of worksheets in place of your state of domicile's return, and the manner in which Premium Pro calculates retaliatory taxes and fees.

Session 5 (11:00am – 11:30am)

### **Summary Schedules and Export of Check Requests**

We will review how to verify the amounts of premium taxes and fees calculated for a given state using the Summary of Taxes Schedule. This is an ideal report for management to analyze taxes and fees. Next, you will take a closer look at the layout of your check requests and the check request summary. You will also learn how to export this information into your accounts payable system.

Session 6 (11:30am- 12:00pm)

**Estimates Taxes and Print**

In the first part of this session, the Estimate module of Premium Pro will be covered. We will review how to get amounts and general information pulled over from the Annual returns. We will also discuss how the Summary Schedules differ from the Annual module. The second part of this session covers the printing process.



Lunch (12:00pm – 1:00pm)

Session 7 (1:00pm – 1:30pm)

**GFA Tracking System**

This session will introduce you to the Guaranty Fund Assessment Tracking System that has been designed to keep a detailed record of your Guaranty Fund Assessments and Credits. You will learn how this extensive system keeps track of your GFA information, how the check request and summary schedules are generated, and how to print the various spreadsheets available in this module.

Session 8 (1:30pm – 2:30pm)

**Premium Pro Enterprise Life/PC**

This session will provide you with a demonstration of the new platform for the upcoming year.

Session 9 (2:30pm – 3:00pm)

**Miscellaneous Premium Forms Package**

This session will provide you with an overview of the Miscellaneous Premium Forms Package. You will learn how this software package can help simplify the overwhelming task of locating and completing additional Premium Tax forms.



Break (3:00pm – 3:15pm)

Session 10 (3:00pm – 4:30pm)

**Municipal**

In this section, we will walk through the Municipal software, which will enable you to prepare your returns more effectively and efficiently. We will cover all aspects of the software from creating a data file to printing returns. You will learn how to add/delete municipalities, import ASCII files, cut and paste data, calculate, review and print returns. Different schedules will also be discussed to give you a broader view of the software.

Session 11 (4:30pm – 5:00pm)

**Premium Pro Enterprise Municipal**

This session will provide you with a demonstration of the new platform for the upcoming year.