

FEDERATION OF TAX ADMINISTRATORS

THE HARLEY T. DUNCAN AWARD FOR LEADERSHIP AND SERVICE

IN STATE TAX ADMINISTRATION

PURPOSE: This award is presented annually to an individual who has demonstrated sustained and significant service in the practice and administration of state taxes. The award recognizes and encourages outstanding achievements that advance the field of state taxation and improve the standards and techniques of state tax administration. Nominations will be judged on factors including, but not limited to, increasing responsibility, influence outside the agency, influence on other states, work with FTA and breadth of experience in tax administration.

ELIGIBILITY: Eligibility is open to employees of FTA member agencies, but may not include heads of such agencies, or in the case of commissions, chairs or members of commissions. Nominees must have a minimum of five years employment with a member agency or agencies and be currently employed by a member agency.

SUBMISSIONS: Nominations must be submitted by the chief executive officer of the member revenue agency. The nomination consists of a description of the individual's contributions to the field of state taxation and tax administration, including a discussion of the nominee's demonstrated leadership and commitment to public service, and also the degree to which the individual's leadership has extended -- either by establishing model practices or initiatives or by leading multistate endeavors -- beyond the member revenue agency. The nomination should also include the nominee's biography, summarizing positions held and professional involvements, including, if applicable, participation in the activities of the Federation of Tax Administrators.

Information on past award winners is available at <http://www.taxadmin.org>, under the *What Is FTA* menu item.

Award submissions will be accepted via email attachment (PDF preferred), a URL link (website) or other electronic means.

JUDGING: Entries will be judged by the Executive Committee of the Federation of Tax Administrators.

SUBMISSION DATE: Nominations shall be **received** by midnight on Feb. 10 and sent to: Gale.Garriott@taxadmin.org.

PRESENTATION: The award will be presented at the Annual Meeting of the Federation of Tax Administrators to be held June 15-18 in Minneapolis.

FURTHER INFORMATION: Call Gale Garrriott at (202) 624-8443 or send e-mail to: Gale Garriott@taxadmin.org.