

# Registration Form

Professional Development Seminars



See next page for Registration Fees & Guidelines

## Participant Information (please print)

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

## Participant Name

Please select the seminar and membership rate you qualify for:  Early-bird Rate  Regular Rate  CPA Member Rate  Non-Member Rate

CPA Number: \_\_\_\_\_  
Seminar Title: \_\_\_\_\_  
Date (mm/dd) \_\_\_\_\_ Seminar City: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Additional Participant Name (if applicable)

Please select the seminar and membership rate you qualify for:  Early-bird Rate  Regular Rate  CPA Member Rate  Non-Member Rate

CPA Number: \_\_\_\_\_  
Seminar Title: \_\_\_\_\_  
Date (mm/dd) \_\_\_\_\_ Seminar City: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Payment

Payment (in Canadian funds only) must be received to initiate registration by the CPA (please see full details on page 2).

Amount Enclosed: Seminar Fee \$ \_\_\_\_\_ + Taxes\* \$ \_\_\_\_\_ = TOTAL: \$

\*Taxes are based on the seminar location: MB, SK, AB, BC, NT, NU, YT – GST @ 5% | ON – HST @ 13% | NB, NL, NS, PE – HST @ 15% | QC - GST @ 5% + QST @ 9.975%

- Cheque - Payable to: The Canadian Payroll Association  
 Credit Card  VISA  Mastercard  AMEX

Credit Card Number: \_\_\_\_\_ Expiry Date: MM  YY   
Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

GST/HST # R100769918 / QST# 1013458720

**Mail:** CPA National Office  
1600-250 Bloor Street East, Toronto, ON M4W 1E6  
**Fax:** 416-487-3384

**For Assistance:** email: [membership@payroll.ca](mailto:membership@payroll.ca)  
Phone: 416-487-3380 / 1-800-387-4693 ext: 118

The CPA reserves the right to change prices and/or product/service entitlements without notice.

**Privacy Policy:** We do not disclose personal information to any third-parties. Read our full Privacy Policy at: [payroll.ca/CPA/disclaimer](http://payroll.ca/CPA/disclaimer).

You receive all CPA communications that you elected in your subscription preferences under [Member Centre](http://payroll.ca) at [payroll.ca](http://payroll.ca).

Register Online at **payroll.ca**

CPA18

# Registration Fee & Guidelines

## Professional Development Seminars



### FULL PAYMENT MUST BE RECEIVED TO INITIATE YOUR REGISTRATION.

Registrations received fewer than 2 weeks prior to the seminar date will be charged the regular rate. For example, if the seminar date is January 24, the last day to receive the early-bird rate would be January 10. Registration prices will be charged based on the date payment is received by mail/fax by the CPA National Office.

### PLEASE NOTE THE FOLLOWING:

- The CPA reserves the right to change/cancel seminar dates, locations, prices and/or product/service entitlements without notice.
- **CANCELLATION OR SEMINAR TRANSFER:** Requests must be received in writing at least five (5) business days prior to the seminar date. Please note a cancellation fee or transfer fee in the amount of \$50 plus applicable taxes per day/per registrant for all sessions cancelled or transferred will apply. Cancellation or transfer requests received less than 5 business days prior to the seminar date are not eligible for transfer or refund.
- **NSF Cheques:** A \$25 charge will be applied to cheques that are returned "Not Sufficient Funds" (NSF) or stopped payment.

### BECOME A MEMBER WITHIN THE NEXT 30 DAYS AND GET \$100 OFF THIS SEMINAR REGISTRATION!

Choose one of the following memberships:

- **Organization Membership** - is for organizations. The annual membership fee for an Organization Member starts at \$270 (plus applicable taxes) is based on employee size of 200 or fewer. For new Organization Member fees over 200 employees, please visit payroll.ca for more information
- **Associate Membership** - is for individuals who are not eligible for membership as a Professional Member. The annual membership fee for an Associate Member is \$235 plus applicable taxes.
- **Professional Membership** - is for individuals who are certified as either a Payroll Compliance Practitioner (PCP) or a Certified Payroll Manager (CPM). The annual membership fee for a Professional Member is \$235 plus applicable taxes.

### Questions?

- 1-800-387-4693 ext. 118 or 416-487-3380 ext. 118
- register@payroll.ca

Seminar Attendance Pricing	Member Early-Bird	Member Regular	Non-Member Early-Bird	Non-Member Regular
<b>Half-Day Year-end</b>	\$310	\$360	\$375	\$425
<b>1-Day Year-end &amp; Excel Training for Payroll Professionals</b>	\$425	\$475	\$525	\$575
Half-Day (excludes Year-end)	\$295	\$345	\$360	\$410
1-Day (excludes Year-end and Excel Training)	\$399	\$449	\$499	\$549
1-Day U.S.	\$550	\$600	\$675	\$725
2-Day	\$760	\$798	\$960	\$998
2-Day U.S. & U.K.	\$850	\$900	\$1,085	\$1,135
3-Day U.S.	\$1,250	\$1,350	\$1,470	\$1,570
5-Day	\$1,600	\$1,700	\$1,870	\$1,970

### CPA Organization Membership - Your Expert Payroll Resource

#### Your Organization membership can be used by all employees in the organization and includes:

- ✓ Two representatives per membership
  - Payroll Representative
  - Second Payroll Representative

- ✓ Selected member benefits and discounts for all employees

- ✓ Option to purchase additional representatives to receive CPA communications and publications

- ✓ Unlimited Access to Payroll InfoLine - the most popular member service with over 40,000 telephone and email inquiries per year

- ✓ Payroll Resources
  - Compliance Rates Sheets
  - The CPA's Payroll Guidelines
  - CPA E-Source™ Electronic Newsletter
  - DIALOGUE Magazine
  - Federal and Provincial Legislative Updates
  - Payroll Forms, Checklists and Reference Materials

- ✓ Member Pricing for Professional Development Seminars and Webinars, Certification Courses, Networking Events and JobConnect™ job postings and resume services.