Transcript Request Form

This form will only be processed with proper payment.

NOTE:	The transcript will only include NPI Payroll courses. The non-payroll transferable credit will not be included. If you are enrolled in a course, the status will show as enrolled.

1. Please complete and return this form with payment plus applicable taxes per copy, as outlined in the table below.
2. Please ensure all the fields below are completed and printed clearly and legibly.
3. Once the payment is processed, a transcript will be sent to the address you have indicated below.
4. It takes 4-6 weeks to send transcripts. If you require a transcript by a certain date, please indicate the due date below and we will do our best to accommodate.

Student Name as per Registration**:** _____ **NPI #:**_____

Number of Transcripts: _____ (x applicable fees and taxes as described in the table below)

Student Address: _____

_____

Student Phone number: _____

Transcript sent to address:

Address 1: _____

_____

Due Date: _____

Address 2: _____

_____

Due Date: _____

Complete and return this form to:

Certification Department
National Payroll Institute
1600 - 250 Bloor St. E.
Toronto, Ontario M4W 1E6

Fax: 416-487-3384
For assistance email: certification@payroll.ca

Fee for ***each*** transcript	5% GST AB, BC, MB, NT, NU, SK, YT	5% GST + 9.975% QST QC	13% HST ON	15% HST NB,NL,NS, PE	Tax Exempt
$20.00	$21.00	$23.00	$22.60	$23.00	$20.00

Note: We do not accept payments by Visa/MasterCard Debit.

Payment Enclosed: ☐ Visa ☐ MC ☐ AMEX Amount Authorized: $ _____

Credit Card #: _____ **Expiry Date** _____/_____ (MM / Year)

Cardholder Name: _____

Cardholder Signature: _____