



PLP Reinstatement Registration Form

Date: _____

STUDENT DATA (please print)

NPI Number (if applicable): _____

First Name: _____

Last Name: _____

Student Information:

Organization Name: _____

Title: _____

Address: _____

City/Province: _____

Postal Code: _____

Tel: _____

Fax: _____

Email: _____

Test Centre BOOKING INFORMATION:

Note: Individuals should book a session for a 3 hours and 15 minutes test at a Test Center

Test Centre Name	
Mailing Address	
City, Province	
Postal Code	
Contact Person	
Contact Telephone Number	
Scheduled Exam Date	
Scheduled Exam Time	

Note : This form should be sent to us 15 business days prior to the scheduled exam date

PAYMENT INFORMATION

Amount Enclosed: _____
(See Registration Fee table. Postdated cheques not accepted.)

Cheque: Personal Organization Money Order
Payable to: The National Payroll Institute

Or

Credit Card Information:

Credit Card #: _____

Expiry date: MM _____ YY _____

Personal Organization

Cardholder's Name: _____

Cardholder's Signature: _____

GST/HST # R100769918 / QST# 1013458720

Complete this form and submit with payment to:

**National Payroll Institute, c/o Professional Certification
1600-250 Bloor Street East, Toronto, ON M4W 1E6
OR
Fax: 416-487-3384**

**For Assistance email: certification@payroll.ca
Phone: 416-487-3380 / 1-800-387-4693 ext: 272**

NSF Cheques: A \$25 charge will be applied to cheques that are returned due to "Not Sufficient Funds" (NSF) or stopped payment. National Payroll Institute (NPI) may withhold further services until payment of the NSF charge is received.

Privacy Policy: NPI does not sell trade or disclose personal information to third parties. We do however distribute information about products and services, such as legislative updates, events and professional development programs. If you DO NOT wish to receive such communications from NPI, please indicate so below:

REGISTRATION FEE		5% GST (AB, BC, MB, NT, NU ,SK, YT)	5% GST + 9.975% QST (QC)	13% HST (ON)	15% HST (NB, NL, NS, PE)
Fee	\$19.95	\$20.95	\$22.94	\$22.54	\$22.94

* If you or your company is GST exempt, a certificate of exemption is required.