

Date: _____

STUDENT DATA (please print)

NPI Number (if applicable): _____

First Name: _____

Last Name: _____

HOME ADDRESS* Mandatory

Address: _____

City/Province: _____

Postal Code: _____

Buzzer number: _____

Tel: _____

Email: _____

COURSE TITLE (choose one course)

Payroll Compliance Legislation

Payroll Fundamentals 1 (prerequisite: Payroll

Compliance Legislation)

Payroll Fundamentals 2 (prerequisite: Payroll

Compliance Legislation & Payroll Fundamentals 1)

Start Date: _____

Registration form and payment (in Canadian funds only) must be received in full 5 days prior to the start of the course. Printed course material is available for purchase (electronic course material will be provided with the course) using this form online at www.payroll.ca.

Printed course material can be purchased for \$100 plus applicable taxes (electronic course material (PDF) will be automatically provided with the course at no extra charge).

Withdrawal information:

- Course withdrawals are only accepted before the third week of course
- Refund of course fees, less a \$100 withdrawal fee, will only be processed upon receipt of a completed withdrawal form

Registration Fee Summary

Please read the following CAREFULLY before choosing registration fees.

- **Current member:** Choose this option if you are a current member of NPI through an individual or organization membership
- **One-year Membership & Course:** If you are not currently a member of NPI, you must choose this option. In choosing this option, \$105 (+ applicable taxes) of the total fees paid will be applied towards a one-year Candidate Membership with NPI, renewable annually. For more information on NPI membership, visit www.payroll.ca

PAYMENT INFORMATION

Amount Enclosed: _____

(See Registration Fee table. Postdated cheques not accepted.)

Cheque: Personal Organization Money Order

Payable to: National Payroll Institute

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

We accept only (Visa, MasterCard and Amex)

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. 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:

I do not wish to receive such information from NPI

REGISTRATION FEE (Please check ONLY one.)		5% GST (AB, BC, MB, NT, NU, SK, YT)	5% GST + 9.975% QST (QC)	13% HST (ON)	15% HST (NB, NL, NS, PE)
<input type="checkbox"/> Current NPI Member	\$619.00*	\$649.95	\$711.70	\$699.47	\$711.85
<input type="checkbox"/> One-year Membership & Course	\$724.00**	\$760.20	\$832.42	\$818.12	\$832.60

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

**Price includes course registration and a one (1) year membership to NPI.