

The CPA'S 2005 Professional Development Series Seminars and Workshops GENERAL REGISTRATION FORM

FEES (Please circle the fee below that applies to your registration)	Tax Exempt Fee <small>(Certificate of exemption required)</small>	(ALL OTHER PROVINCES) GST @ 7%	(QUEBEC) GST/QST @15.025%	(NB, NS, NL) HST @ 15%
1-DAY Seminar	\$310.00	\$331.70	\$356.58	\$356.50
1-DAY Senior-Level Seminar <i>(Managing Garnishments and Pensions & Benefits)</i>	\$420.00	\$449.40	\$483.11	\$483.00
5-DAY (PAIC)	\$1,550.00	\$1,658.50	\$1,782.89	\$1,782.50

REGISTRATION FOR: (please print)

First Name: _____

Last Name: _____

Company Name: (if applicable) _____

CPA Membership #: (if applicable) _____

Business Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____

Session Title: _____

Seminar City: _____

Session Date: _____

Payment: *Payment (in Canadian funds only) must be received to initiate registration by the CPA.*

Payment enclosed: \$ _____ Cheque Money Order
Payable to: **The Canadian Payroll Association**

Charge My Fee to: (select one) Visa MasterCard

Card # _____ Expiry Date: _____ MM YY

Cardholder Name: (print) _____

Cardholder's Signature: _____

PLEASE FAX OR MAIL IN YOUR REGISTRATIONS WITH PAYMENT TO:

CPA PACIFIC REGION
9756 - 206 Street
Langley, BC V1M 2X9
E-mail: karenj@payroll.ca
Fax: (416) 485-9350

CPA PRAIRIE REGION
135 Midvalley Place SE
Calgary, AB T2X 1K3
E-mail: debbiea@payroll.ca
Fax: (416) 485-9350

CPA ONTARIO/GTA REGION
1600 - 250 Bloor Street East
Toronto, ON M4W 1E6
E-mail: wendyb@payroll.ca - ON
melissa@payroll.ca - GTA
Fax: (416) 485-9350

CPA QUEBEC REGION
3353 Boulevard des Sources
Dollard-des-Ormeaux, QC H9B 2R0
E-mail: richard@payroll.ca
Fax: (416) 485-9350

CPA ATLANTIC REGION
P.O. Box 456, 100 Bedford Hwy
Bedford, NS B4A 1E8
E-mail: wendyb@payroll.ca
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PLEASE NOTE THE FOLLOWING:

The CPA reserves the right to change/cancel seminar dates and locations without notice. The CPA also reserves the right to change prices and/or product/service entitlements without notice.

NSF Cheques: A \$25 charge will be applied to cheques that are returned "Not Sufficient Funds" (NSF) or stopped payment. The CPA may withhold further services until payment of the NSF charge is made.

Privacy Policy: The CPA does not sell, trade or disclose personal information to third parties. We do however distribute information about products and services, such as legislative updates, CPA events, CPA products and services, professional development programs.

If you DO NOT wish to receive such communications from the CPA, please indicate so below:

I do not wish to receive such information from the CPA.

REGISTRATION NOTES

- REGISTER EARLY as space is limited. Registration is on a first-come, first-served basis and must be accompanied by full payment.
- Payment must be received five working days before the seminar date. If registering within five days, please contact the CPA Regional Office to make specific arrangements.
- **Cancellations** must be received in writing at least five working days prior to the seminar date to be eligible for a refund. A refund less an administration fee of \$50 or \$250 for PAIC (plus applicable taxes) will be made promptly. If you register for the program and do not attend, you are liable for the full registration fee unless you cancel according to the terms stated above.
- If you are unable to attend after registering, you may send a substitute up to and including the day of the seminar. Please provide the name for nametag and records.
- Your registration includes: seminar presentation, course reference manual and handouts, workshop exercise book with answers, continental breakfast, lunch and refreshments for all breaks.
- Sessions run from 8:30 a.m. to 4:30 p.m. each day. Please check in between 8:00 and 8:30 a.m.
- Dress is business casual. Dress in layers to accommodate temperature fluctuations.

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BRING YOUR CALCULATOR FOR WORKSHOP