

REGISTRATION FORM

PROFESSIONAL DEVELOPMENT SERIES SEMINARS 2009

FEES (please circle the fee below that applies to your registration)

CANADIAN BOARDS OF TRADE/CHAMBER OF COMMERCE MEMBER TO MEMBER DISCOUNT

\$50 off the Non-member or New Member price.

One 2009 seminar registration (any length) per organization. Offer expires December 31, 2009.

Members of Canadian Boards of Trade or Chambers of Commerce who are not currently members of the CPA can receive \$50 off their first seminar registration by using this registration form. Discount will be applied at the time of registration.

Tax Exempt Fee (Certificate of Exemption Required)	Ontario, Prairie, Pacific (ON, MB, SK, AB, BC, NT, NU, PE) GST @ 5%	Atlantic (NB, NS, NL) HST @ 13%	Quebec GST/QST @ 12.875%
--	---	---------------------------------------	--------------------------------

SINGLE ATTENDANCE FEE

Duration	Member Type	Ontario, Prairie, Pacific	Atlantic	Quebec
1/2-DAY	CPA Member	\$235.00	\$246.75	\$265.55
	Non-Member	\$400.00	\$420.00	\$452.00
	New Business Member*	\$400.00	\$420.00	\$438.80
1-DAY	CPA Member	\$350.00	\$367.50	\$395.50
	Non-Member	\$515.00	\$540.75	\$581.95
	New Business Member*	\$515.00	\$540.75	\$568.75
1-DAY U.S. †	CPA Member	\$550.00	\$577.50	\$621.50
	Non-Member	\$715.00	\$750.75	\$807.95
	New Business Member*	\$715.00	\$750.75	\$794.75
2-DAY ††	CPA Member	\$850.00	\$892.50	\$960.50
	Non-Member	\$1015.00	\$1065.75	\$1146.95
	New Business Member*	\$1015.00	\$1065.75	\$1133.75
3-DAY U.S. †††	CPA Member	\$1250.00	\$1312.50	\$1412.50
	Non-Member	\$1550.00	\$1627.50	\$1751.50
	New Business Member*	\$1415.00	\$1485.75	\$1585.75
5-DAY (PAIC)	CPA Member	\$1550.00	\$1627.50	\$1751.50
	Non-Member	\$1850.00	\$1942.50	\$2090.50
	New Business Member*	\$1715.00	\$1800.75	\$1924.75
5-DAY (Payroll Best Practices)	CPA Member	\$1750.00	\$1837.50	\$1977.50
	Non-Member	\$2050.00	\$2152.50	\$2316.50
	New Business Member*	\$1915.00	\$2010.75	\$2150.75

MULTIPLE ATTENDANCE FEE (1 day seminar only)

CPA Member	1-DAY Seminars	\$325.00	\$341.25	\$367.25	\$366.84
------------	----------------	----------	----------	----------	----------

†Topics include: Payroll Issues in U.S. State Jurisdictions or U.S. Year-end;

††Topics include: Complex U.S. Payroll Issues I & II or Payroll System Selection and Implementation;

†††Topic: U.S. Payroll Primer for Canadians.

*For new business member fees (over 200 employees), please visit our website at www.payroll.ca.

PARTICIPANT DATA (please print)

Company Name: _____

Membership # (if applicable): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

Participant Name (First): _____ (Last): _____

Session Title/Code: _____ Seminar City: _____ Date: _____

Member ID#: _____ Email: _____

Participant Name (First): _____ (Last): _____

Session Title/Code: _____ Seminar City: _____ Date: _____

Member ID#: _____ Email: _____

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 AMEX Corporate Personal

Card #: _____ Expiry Date: _____ MM YY

Cardholder Name (print): _____

Cardholder's Signature: _____

JOIN THE CPA TODAY! Join the CPA today to take advantage of the reduced member rate. Call 1-888-729-7652 or visit www.payroll.ca under membership for more information. Business member rate of \$165 + GST based on employee size of 20 or less. *Membership Application must be attached to registration to get New Member rate.

SAVE WITH MULTIPLE ATTENDEES! Send 2+ representatives from the same company to the same session and receive a \$25 discount on each registration (1-day seminars, except U.S. seminars). CPA Members only.

PLEASE NOTE THE FOLLOWING: The CPA reserves the right to change/cancel seminar dates, locations, 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.

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.

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 (\$50 per day for all sessions) will be made promptly. Your registration includes: seminar presentation, course reference manual and handouts, workshop exercise book with answers, continental breakfast, lunch and refreshments for all breaks. BC Residents – PAIC cancellation policy – Per the BC Education Legislation, refunds before the workshop starts: Full refund less a \$100 + taxes non-refundable registration fee. Refunds after the workshop starts: a) if written notice at start of the workshop and within 10% of duration, the CPA will retain 30% of the total fees; b) if written notice of withdrawal is received 30% of duration, the CPA will retain 50% of the total fees due under the contract.

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.

BRING YOUR CALCULATOR FOR WORKSHOPS

GST/HST #R100769918 · QST # 1013458720

Questions about the PDS Sessions please contact:

Tel: 1-888-PAYROL2 (729-7652)

- Atlantic Region - WendyB@payroll.ca
- Quebec Region - Edna@payroll.ca
- Ontario Region - WendyB@payroll.ca
- Greater Toronto Area - Deb@payroll.ca
- Prairie Region - DebbieA@payroll.ca
- Pacific Region - KristinaB@payroll.ca

fax to **416-487-3384**

Please fax or mail in your registration with payment to:

The Canadian Payroll Association
National Office
1600 - 250 Bloor Street East, Toronto, ON M4W 1E6



BOT09