

# 2006 Professional Development Series PACIFIC REGION - GENERAL REGISTRATION FORM

Register online at [www.payroll.ca](http://www.payroll.ca)

FEES (Please circle the fee below that applies to your registration)		Tax Exempt Fee (Certificate of Exemption Required)	GST @ 6%
<b>SINGLE ATTENDANCE FEE</b>			
<b>1-DAY</b>	CPA Member	\$335.00	\$355.10
	Non-Member	\$500.00	\$530.00
	New Business Member	\$500.00	\$530.00
<b>1-DAY Senior-Level PDS</b> <i>[Managing Garnishments and Pensions &amp; Benefits]</i>	CPA Member	\$445.00	\$471.70
	Non-Member	\$610.00	\$646.60
	New Business Member	\$610.00	\$646.60
<b>5-DAY (PAIC)</b>	CPA Member	\$1550.00	\$1643.00
	Non-Member	\$1850.00	\$1961.00
<b>MULTIPLE ATTENDANCE FEE</b>			
CPA Member or New Business Member**	1-DAY Sessions	\$310.00	\$328.60
	1-DAY Senior-Level PDS	\$420.00	\$445.20
Non-Member	1-DAY Sessions	\$475.00	\$503.50
	1-DAY Senior-Level PDS	\$585.00	\$620.10

### JOIN THE CPA TODAY!

Join the CPA today to take advantage of the reduced member rate. Call 1-888-729-7652 today for details.

\* Business member rate of \$165 + GST based on employee size of 200 or less. For additional business rates for organizations with more than 200 employees, please refer to the membership section at [www.payroll.ca](http://www.payroll.ca) or contact your Regional Coordinator.

### SAVE WITH MULTIPLE ATTENDEES!

Send two or more representatives from the same company and receive a **\$25 discount** on each registration for the same session (please refer to the fee chart). Discount applies to member and non-member rates.

\*\* The first registrant must pay the New Business Member single attendee fee and all remaining attendees then qualify for the multiple attendee fee.

#### Participant Data: (please print)

Company Name: \_\_\_\_\_

Membership # (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Participant Name: First: \_\_\_\_\_ Last: \_\_\_\_\_

Session Title: \_\_\_\_\_ Seminar City: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Participant Name: First: \_\_\_\_\_ Last: \_\_\_\_\_

Session Title: \_\_\_\_\_ Seminar City: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Participant Name: First: \_\_\_\_\_ Last: \_\_\_\_\_

Session Title: \_\_\_\_\_ Seminar City: \_\_\_\_\_ Date: \_\_\_\_\_

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

Card # \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
MM YY

Cardholder Name: (print) \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

#### PLEASE FAX OR MAIL IN YOUR REGISTRATION WITH PAYMENT TO:

**The Canadian Payroll Association - Pacific Regional Office**  
 7684 - 232 Street, Langley, BC V1M 3R9

**Fax: (416) 485-9350**  
 Web site: [www.payroll.ca](http://www.payroll.ca)

#### 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. *BC Residents – PAIC cancellation policy* – Refunds before the workshop starts: participants withdrawing before the start of the workshop will receive a full refund less a \$100 non-refundable registration fee (plus applicable taxes) for processing/handling. Refunds after the workshop starts: a) if written notice of withdrawal is received by the CPA following the start of the workshop and within 10% of the program's duration, the CPA will retain 30% of the total fees due under the contract, b) if written notice of withdrawal is received by the CPA following the start of the workshop and within the 30% of the program's duration, the CPA will retain 50% of the total fees due under the contract.
- 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.

GST/HST #R100769918 • QST # 1013458720

#### BRING YOUR CALCULATOR FOR WORKSHOP

**Questions about the PDS Sessions please contact:**  
**Tel: 1-888-PAYROL2 (729-7652) or (604) 882-8511**  
 • Karen Johnson – Pacific Region  
 E-mail: [KarenJ@payroll.ca](mailto:KarenJ@payroll.ca)