THE CANADIAN PAYROLL ASSOCIATION CPA ACP L'ASSOCIATION CANADIENNE DE LA PAIE

TRANSFER REQUEST
Change of course start date

Student Name: _____

CPA Number: | | | | | | |

I request permission to defer my start date for the following online payroll course:

- ☐ **Payroll Compliance Legislation**
- ☐ **Payroll Fundamentals 1**
- ☐ **Payroll Fundamentals 2**
- ☐ **Introduction to Payroll Management**
- ☐ **Applied Payroll Management**

Original start date: _____ **New start date:** _____

Important: Please complete and return this form to the CPA with full payment. Your request must be received before the midterm examination period. You must choose a new start date that falls within the same calendar year. Please retain your course materials if you have received them.

Signature: **Date:**

Note: This form will only be processed with payment - please use the chart below to select the appropriate payment amount, including applicable taxes:

Fee	5% GST AB, BC, MB, NT, NU, PE, SK, YT	5% GST + 9.975 QST QC	13% HST ON	15% HST NB,NL,NS, PE	Tax Exempt
$150.00	$157.50	$172.46	$169.50	$172.50	$150.00

Payment Enlosed: Cheque/Money order ☐ or Credit Card ☐

VISA / MC / AMEX (circle one) Card #:_____ Expiry Date: _____/_____ (MM YY)

Cardholder Name: _____

Cardholder Signature: _____

Please complete this form and return to:

Certification Department
Canadian Payroll Association
1600 - 250 Bloor St. E.
Toronto, Ontario, M4W 1E6

Fax : 416-487-3384

For assistance email: **certification@payroll.ca**