



ENHANCING COMMUNICATION SKILLS FOR PAYROLL PROFESSIONALS

WEB SEMINAR REGISTRATION FORM

REGISTRATION FEE		5% GST (AB, MB, NT, NU, PE, SK, YT)	12% HST BC	12.875% QST (QC)	13% HST (NB, NL, ON)	15% HST (NS)
CPA Member	\$99.00	\$103.95	\$110.88	\$111.75	\$111.87	\$113.85
Non-member	\$149.00	\$156.45	\$166.88	\$168.18	\$168.37	\$171.35

DATE

November 4, 2010 – 1:00 - 2:30 PM EDT

PARTICIPANT DATA (please print)

Company Name: _____

CPA # (if applicable) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

PARTICIPANT NAME: First: _____ Last: _____

Email: _____

PARTICIPANT NAME: First: _____ Last: _____

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

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
1600 – 250 Bloor Street East
Toronto, ON M4W 1E6

Fax: 416- 487-3384

Website: www.payroll.ca

PLEASE NOTE THE FOLLOWING:

The CPA reserves the right to change/cancel seminar dates 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

- Payment is required for registration: When we receive your registration with full payment, you will receive an email confirming your registration with instructions to access the seminar including the website link, user name and password.
- Cancellations: No refunds for the web seminar will be granted after a user name and password have been issued.

GST #R100769918

WEB SEMINAR CONFIRMATION & ACCESS

You will receive an email confirming your registration in the seminar. To allow you access to the web seminar, you will receive an email with your password and the website link.

TECHNICAL REQUIREMENTS

Before you can listen to or view a CPA web seminar, you must have the appropriate items installed on your computer:

- Internet Explorer 4.0 (and higher) ; or Netscape Navigator 4.0 (and higher)
- JavaScript (supported/enabled)
- Cookies enabled (supported/enabled)
- Screen Resolution - 1024 x 768
- Colour Depth - at least 16 bit

TEST YOUR SYSTEM