



Transcript Request Form

This form will only be processed with proper payment

NOTE: The transcript will only include CPA Payroll courses. The non-payroll transferable credit will not be included.
If you are enrolled in a course, the status will show as enrolled.

Fee for each transcript	5% GST (AB, BC, MB, NT, NU SK, YT)	5% GST + 9.975% QST (QC)	13% HST (ON)	15% HST (NB, NL, NS, PE)	Tax Exempt
\$20.00	\$21.00	\$22.99	\$22.60	\$23.00	\$20.00

1. Please complete and return this form with payment plus applicable taxes per copy, as outlined in the table below.
2. Please ensure all the fields below are completed and printed clearly and legibly.
3. Once the payment is processed, a transcript will be sent to the address you have indicated below.
4. It takes 4-6 weeks to send transcripts. If you require a transcript by a certain date, please indicate the due date below and we will do our best to accommodate.

STUDENT DATA (please print)

Student Name: _____ CPA Number: _____

Number of Transcripts: _____ (x applicable fees and taxes as described in the table below)

Student Address: _____

Student Phone Number: _____

Transcript Sent to address

Address 1: _____

Due Date: _____

Address 2: _____

Due Date: _____

Complete the form and fax it or mail to:

Certification Department

Mail: The Canadian Payroll Association 1600 - 250 Bloor St. E. Toronto, Ontario M4W 1E6

For assistance email: certification@payroll.ca - Fax: 416-487-3384

PAYMENT INFORMATION

Amount Enclosed: _____

Cheque Money Order Credit Card

**Note: We do not accept payments by Visa Debit.
We accept only (Visa, MasterCard and Amex)**

Credit Card #: _____

Expiry date: MM _____ YY _____

Cardholder's Name: _____

Cardholder's Signature: _____

GST/HST # R100769918 / QST# 1013458720