



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 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 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

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