

2024

# PAYROLL LEADERS CONFERENCE

Four innovative certificate programs  
offering next-generation training for  
a rapidly changing job market

**23–25 September • Orlando, Florida USA**



**Advanced  
Global Payroll  
Management  
Certificate  
Program**

**Advanced  
Payroll  
Concepts**

**Government/  
Public Sector  
Certificate  
Program**

**Payroll OMG –  
Optimization,  
Management,  
& Growth**



**PayrollOrg** [Payroll.org/PLC](https://Payroll.org/PLC)

Earn up to 16 RCHs, 1.6 CEUs, or 18.5 CPE credits.

# KEYNOTE SPEAKERS

## OPENING GENERAL SESSION

1.0 RCH/0.1 CEU/1.0 CPE Credit/FOS: Personal Development

### Resilient Leadership: Igniting Resilience

Shirelle N. Francis, PMP, CSM

*Founder, Speaker, Consultant*

*iLeapGroup LLC*

Join “The Activator,” Shirelle N. Francis, for this compelling session and embark on a transformational journey to becoming a more resilient leader. Shirelle doesn’t just talk about resilience – she activates it. She guides leaders to discover their unique strengths and harness them to enhance their resilience. This isn’t just about surviving adversity – it’s about thriving amid it. Whether you’re in tech, healthcare, finance, or any other field, Shirelle’s insights on resilience will equip you to navigate uncertainties and drive success.



## GENERAL SESSION

1.0 RCH/0.1 CEU/1.0 CPE Credit/FOS: Personal Development

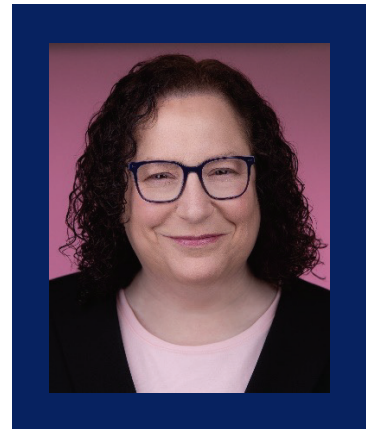
### A Payroll Leader's Guide to Influencing Government Decision-Makers

Alice Jacobsohn, Esq.

*Director of Government Relations*

*PayrollOrg*

In a highly regulated industry, payroll professionals require leadership skills to influence government decision-makers. In this session, we will hone your skills of persuasion to better your ability at problem-solving with our public officials, just like you do within your payroll department. These skills expand on your payroll leadership skills to include understanding how government agencies make decisions and methods for relating to government employees. Your actions can help prevent unwanted laws and regulations, improve compliance capabilities, open doors for new ideas, and enhance opportunities for payroll development. Whether we are in the room or not, policymakers are talking and making decisions about issues that can make or break payroll operations.



## CLOSING GENERAL SESSION

1.0 RCH/0.1 CEU/1.0 CPE Credit/FOS: Personal Development

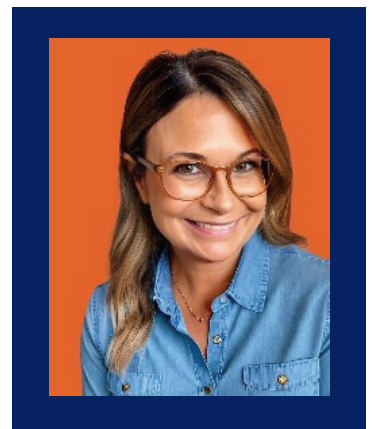
### The Leadership Leap: Navigating New Frontiers and Building a Winning Team

Sarah Chasney, CPP

*Director of Payroll, Travel and Expense*

*Banfield Pet Hospital*

This session explores the transition of taking a leap towards an expected uphill challenge. Attendees will gain insights into managing successful transitions, building robust teams, and how to embrace a mindset for continual improvement. As a payroll leader, it’s not about being satisfied with the status quo but constantly seeking ways to enhance efficiency, compliance, and employee satisfaction. We will explore practical methods to feel confident in taking the leap, to inspire change, drive performance, and achieve lasting success in payroll leadership across any industry.



# AGENDA

## Monday 23 September

7:30 a.m. – 8:30 a.m.  
Registration/Continental  
Breakfast

8:30 a.m. – 9:45 a.m.

**Opening General Session**  
**Resilient Leadership:**  
**Igniting Resilience**  
Shirelle N. Francis, PMP, CSM

9:45 a.m. – 10:00 a.m.  
Break

10:00 a.m. – 12:00 p.m.  
Session 1

12:00 p.m. – 1:15 p.m.  
**General Session Lunch**  
**A Payroll Leader's Guide to**  
**Influencing Government**  
**Decision-Makers**  
Alice Jacobsohn, Esq.

1:15 p.m. – 3:15 p.m.  
Session 2

3:15 p.m. – 3:30 p.m.  
Break

3:30 p.m. – 5:00 p.m.  
Session 3

## Tuesday 24 September

8:00 a.m. – 8:30 a.m.  
Breakfast

8:30 a.m. – 10:30 a.m.  
Session 4

10:30 a.m. – 10:45 a.m.  
Break

10:45 a.m. – 12:15 p.m.  
Session 5

12:15 p.m. – 2:00 p.m.  
Prism Award Luncheon

2:00 p.m. – 3:30 p.m.  
Session 6

3:30 p.m. – 3:45 p.m.  
Break

3:45 p.m. – 5:00 p.m.  
**Closing General Session**  
**The Leadership Leap:**  
**Navigating New Frontiers and**  
**Building a Winning Team**  
Sarah Chasney, CPP  
Door Prizes

5:00 p.m. – 6:30 p.m.  
Networking Cocktail Reception

## Wednesday 25 September

8:00 a.m. – 8:30 a.m.  
Breakfast

8:30 a.m. – 10:00 a.m.  
Session 7

10:00 a.m. – 10:15 a.m.  
Break

10:15 a.m. – 11:15 a.m.  
Session 8

### Advanced Global Payroll Management Certificate Program

Dive into the comprehensive approach to the global payroll delivery model, the role culture plays, and the developments of global payroll teams and career opportunities.

### Advanced Payroll Concepts

Increase your ROI with advanced payroll training on white collar exemption rules, complex benefits issues, an expatriate taxation overview, and more.

### Government/Public Sector Certificate Program

This certificate program explores the special Fair Labor Standards Act exceptions, special employee taxation issues under §IRC 218, police and fire exceptions, and more.

### Payroll OMG – Optimization, Management, & Growth

If the paycheck were a product line, it would rank as one of the largest products at most organizations. Learn how to produce a perfect paycheck, reduce cost, and eliminate waste.

Select a certificate program to develop new leadership competencies and a fresh perspective to lead people in an increasingly dynamic world

# ADVANCED GLOBAL PAYROLL MANAGEMENT CERTIFICATE PROGRAM

**Facilitator**  
**Max van der Klis-Busink**  
Head of Service Delivery  
*Payzaar*



This certificate program will dive deep into the comprehensive approach to the global payroll delivery model, the role culture plays, and the development of global payroll teams and career opportunities.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE Credits. Field of Study: Business Management and Organization

## Program Objectives

- Formulate a global strategy and governance model that will drive standardized processes
- Build a framework that will support controls and ensure compliance across the globe
- Develop and nurture a diverse remote global payroll team
- Establish a business partnership where global payroll supports the company's business objectives

## Program Outline

### Strategy and Governance

- Strategic direction for your global payroll
- Develop a strong governance model
- Illustrate the various payroll delivery models
- Examine considerations for developing an effective and strategic roadmap
- Identify the importance of standardisation processes, policies, and data privacy and protection

### Compliance and Control

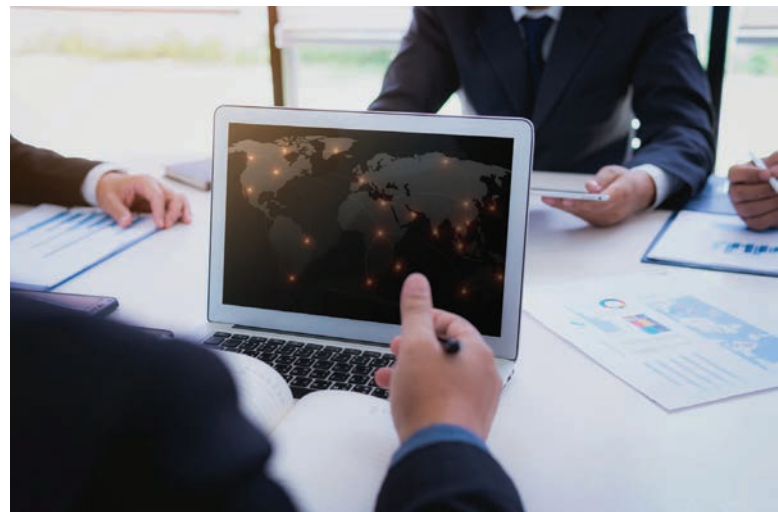
- Identify the control and compliance needs of your organisation
- Review how to identify and assess risks
- Design meaningful controls to support global management
- Establish local compliance while having a global view

### Leadership Management Across the Globe

- Manage remote staff throughout the world
- Discuss effective methods of communication
- Learn the importance of cultural differences
- Build an effective team to think and perform globally

### Being an Effective Business Partner

- Discover the importance of a successful business partnership
- Discuss how payroll can help the business be more effective
- Educate the business on how non-cash or benefits-in-kind items can impact an employee's pay
- Explore how effective partnerships can lead to career development for payroll staff



# ADVANCED PAYROLL CONCEPTS



**Facilitator**  
**Charlotte Hodges, CPP**  
Senior Payroll Manager  
*ECS Federal, LLC*

This certificate program, also offered as the third step in our Payroll Learning Progression Series, teaches ways to increase ROI with advanced payroll training.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE Credits. Field of Study: Fields of Study: Taxes = 9, Business Law = 4.5, Communication and Marketing = 2

## Program Objectives

- Apply the DOL white collar exemption tests
- Report offers of health coverage on Forms 1094-C and 1095-C
- Report and tax expatriate and nonresident alien employees
- Tax and report stock options

## Program Outline

### The Exempt Employee

- Coverage under the FLSA
- White collar exemptions
- Administrative
- Executive
- Professional
- Outside sales
- Payment on salary basis
- Highly compensated employees
- Allowable and improper deductions from pay
- Payments on a fee basis
- Complex FLSA issues
- Managing wage and hour investigations
- Public contract acts
  - The Walsh-Healy Public
  - The Davis-Bacon Act
  - The Contract Work Hours and Safety Standards Act
  - The Service Contract Act
  - The Copeland Anti-Kickback Act
- Collective bargaining agreements

### Family and Medical Leave Act

- Eligible employees and covered employees
- Types of covered leave
- Notification requirements
- Unpaid leave
- Intermittent leave
- Right to job restoration
- Benefits continuation
- Interaction of FMLA, cafeteria plans, and COBRA
- Tax credit for paid FMLA

### Expatriate Taxation Overview

- What is an expatriate?
- Calculating foreign currency
- Federal income tax withholding
- Foreign earned income and housing cost exclusions
- Foreign tax credit or deduction
- Social security, Medicare, and FUTA taxes
  - Totalization agreements
- U.S. income tax treaties
  - Shadow payrolls

## Program Outline (continued)

### Resident and Nonresident Aliens

- Determining resident and nonresident alien status
  - Lawful permanent resident test and the substantial presence test
  - Dual residency
  - Tax treaties
  - Form W-4 requirements
- U.S. source income
- Social security, Medicare, and FUTA
  - Impact of visa status on taxation
  - Federal unemployment tax
- Depositing and reporting taxes and wages
  - Forms 1042, 1042-S, and 1042-T
  - Penalties

### Federal Tax Reporting – Corrections, Adjustments, and Electronic Filing

- Correcting and replacing Forms W-2
- Completing Forms W-2c and W-3c
- Information return corrections
- Reporting overpayments or underpayments
- Due dates for Form 941-X
- Completing Form 941-X
- Reconciling wages and taxes
- Reporting special wage payments

### Complex Benefits

- General tax treatment of benefits
- Business travel expenses
- Stock options
  - Incentive stock options
  - Employee stock purchase plans
  - Nonqualified stock options
- Nonqualified deferred compensation plans
  - Income taxation and reporting under Section 409A
  - Social security, Medicare, and FUTA taxation and reporting
- Health and welfare plans
  - Health and long-term care insurance
  - Health reimbursement arrangements
  - Qualified Small Employer Health reimbursement arrangements
  - Health savings accounts
  - Benefits of same sex spouse and domestic partners
- Affordable Care Act and large employers
  - Full-time employees
  - Predecessor employers
  - Applicable large employer status

- Employer shared responsibility payments
- Completing Forms 1094-C and 1095-C
- Whole-life insurance
- Adoption assistance
- Advances and overpayments

### Special Payroll Topics

- Holder in due course
- Escheatment
- Identity theft and the use of SSNs
- Census reporting
- Multiple worksite reporting
- Pension payments and withholding
- Non-tax deduction reporting
  - Charitable contributions

### Payroll Systems

- Developing a process, procedures, and policies manual
- Interfaced vs. integrated system
- Implementing a payroll system
  - Post project plan review
- Maintaining the payroll system
  - Maintenance upgrades
  - Balancing and Reconciliation of payroll data
  - Batch controls and system edits
  - Updating or upgrading the system

### Departmental Operations

- Internal controls
  - Payroll distribution
  - Time and attendance reporting
  - Computer system safeguards
  - Updates to department processes
- Recordkeeping
  - IRCA, FMLA, and HIPAA records
  - ERISA records
  - Government contractors
- FLSA enforcement and penalties
- Sarbanes-Oxley Act compliance
- HIPAA records confidentiality

### Leading a Payroll Department

- Basic management skills
- The importance of leadership
- Leadership and management concepts and theories

# GOVERNMENT/PUBLIC SECTOR CERTIFICATE PROGRAM

**Facilitator**  
**Ron Moser, CPP**  
Director of Payroll Training  
*PayrollOrg*



Explore all the unique issues confronted by government/public sector payroll professionals.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE Credits. Fields of Study: Business Law = 5.5, Taxes = 7, Business Management and Organization = 3

## Program Objectives

- Explore the FLSA exceptions around government/public sector employees
- Gain details on public sector employee taxation
- Explore the various government Retirement plans
- Understand how metrics will help develop a payroll department

## Program Outline

### The Fair Labor Standards Act and the Public Sector FLSA Issues/Exempt and Nonexempt Employees

- Elected officials/appointees exclusion
- Legislative branch employees
- White collar exemptions
- Budget furloughs
- Interns and the minimum wage
- Firefighters and law enforcement work period exception
- Compensatory time
- Compensable time for nonexempt employees
- Waiting time and on-call time
- Volunteering
- Occasional/sporadic employment
- Time spent changing clothes
- Using a smartphone – is it time worked?

- Off-duty officers overtime eligibility
- DOL field assistance bulletin on telework

### Government/Public Sector Employee Fringe Benefit Taxation

#### Employer-provided Benefits

- Personal use of employer-provided vehicles
- Employer-provided clothing
- Equipment and uniform allowances
- Military differential pay
- Employer-provided cell phones
- Employer-provided meals, lodging

#### Other Benefits

- Educational assistance
- Leave sharing plans

### Employee Taxation in the Public Sector

#### Social Security and Medicare Taxation

- Social security and Medicare tax coverage
- Definition of Section 218 Terms
- Coverage of employees under a retirement system
- Mandatory social security and Medicare coverage
- Applying Section 218 to teachers and retired teachers
- Social security and Medicare issues facing school districts
- SSA Form for state and local government new hires
- Student FICA exception
- Wages and employment exempt from social security/Medicare tax
- Form W-2 reporting of qualified government employees

## Program Outline (continued)

### Federal Income Tax Issues

- Jurors' compensation
- Elected officials
- Withholding for nonresident aliens
  - Social security cards
  - Form W-4 requirements
  - Special withholding rules

### Government Retirement Plans

#### Retirement Plans

- Section 401(a) employer pick-ups
- Employer's payments to pension plan

#### Section 457(b) Plans

- Individuals eligible to participate
- Discrimination testing
- Annual deferrals
- Timing of social security, Medicare, and FUTA taxes on annual deferrals
  - Excess deferrals
  - Distributions for unforeseeable emergencies
- Plan-to-plan transfers
- Rollovers to eligible plans
- Loans
- Sick and vacation pay deferrals
- Reporting requirements

#### Section 403(b) Plans

- Section 403(b) plan requirements
- ERISA versus Non-ERISA
  - Written plan requirement
- Contributions to §403(b) plans
  - Limitations on contributions
  - Catch-up contributions
- Roth contributions
  - Plan-to-plan transfers
- Distributions from §403(B) plans

- Funding §403(b) plans
  - Effect of a failure to satisfy IRC §403(b)
- Automatic elections
- Reporting requirements

#### Nonqualified Deferred Compensation Plans

- Definition of nonqualified deferred compensation plan
- Requirements of §409A
- Teacher contracts for 12-month pay covering shorter terms

### Deductions From Pay

#### Employer-Required Deductions

- Child support
- Creditor garnishments
- Wage assignments

### Election Workers

- Form I-9 requirements
- New hire reporting
- Withholding and reporting requirements
- Social security and Medicare taxation

### State Unemployment Taxes in the Public Sector

#### Unemployment Taxes

- Federal unemployment tax
- State unemployment reporting requirements
- Eligibility for benefits
- Benefit amounts and charges

### Government Payroll Accounting and Auditing

#### Fund and Grant Accounting

- Accounting basis and financial reporting
- State and local government funds

#### Controls and Auditing

- Internal controls

- Auditing the payroll process and records
- IRS federal, state and local governments compliance
- Reconciliations

### Payroll Management in the Public Sector

#### Collective Bargaining Issues

- Collective bargaining agreements
  - Complications of union contracts
  - Impact of contract changes and negotiations

#### Process Mapping and Improvements

- Process mapping
  - Key benefits
  - Developing a process map
  - Analyzing process flows

#### Benchmarking and Metrics

- Types of benchmarking
- Quantitative versus qualitative benchmarking
- Importance of complexity rankings

#### What to Measure

- Common metrics
- Quantitative metrics
  - Cost metrics
  - Efficiency metrics
  - Processing metrics
  - Error/Rework rates
  - People
- Qualitative metrics
- Problems, issues, and poor benchmarking scores
- Approach to benchmarking
- Benchmarking common errors to avoid



# PAYROLL OMG – OPTIMIZATION, MANAGEMENT, & GROWTH



Facilitator

**Martin Armstrong, CPP, DBA**  
Vice President – Payroll Shared Services  
*Charter Communications*

Professionals at every level in the payroll department should learn how to reduce expenses by looking at all processes and how departments are connected.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE Credits. Field of Study: Management Services

## Program Objectives

- Identify Lean Tools that would help support Lean projects
- Discuss lean labor history, methodology, and benefits
- Highlight business processes and key concepts in process improvement
- Understand how metrics will help develop a payroll department

## Program Outline

### Perfect Paycheck

- Common challenges
- Components of the perfect paycheck
- Payroll errors
- Payroll costs – do you know what they are?

### Lean Labor and the Benefits

- Competitive positioning
- What is Lean?
- Lean versus Six Sigma
- Benefits of Lean
- Seven areas of waste
- Lean Tools
- Single-piece flow and standardization

### Identifying the Business Process

- The need for change
- Improving a process
- Plan, Do, Check, Act

- Don't stop now
- Key concept of business process improvement
- Execution – Gemba Walk

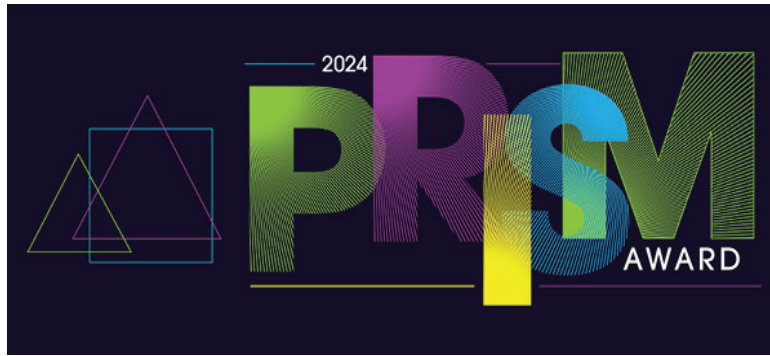
### Roles of Payroll Within the Organization

- Placing value on the workforce
- Role of the payroll department
- Empower the payroll team
- Make the team strong

### Automation of Payroll Processes

- Production disruptions
- Understanding the data
- Payroll technology selection
- Cost of producing a paycheck
- Benefits of automation
- Managing complex and multiple pay rules
- Balancing labor and demand





## Recognize Your Outstanding Department

Organizations that have demonstrated improved business practices, shared services, and overall processes throughout the year will receive a Payroll or Shared Services Prism Award. Achieving such an award helps departments garner organization and industry-wide recognition and validates an organization's worth to company officials.

The Payroll Prism Awards will be presented to innovative departments that exhibit best practices in four categories: **Overall Best Practices, Management, Processes, or Technology.**

The Shared Services Prism Award will be given to one payroll department that has demonstrated excellence in **shared services.**

# CONFERENCE DETAILS

### Conference Location and Hotel Accommodations:

Rosen Plaza Hotel  
9700 International Drive  
Orlando, FL 32819 USA  
+1 407 996 9700

**Guest Room Rate:** Single/double - \$185.00,  
Rate available 3 days pre- and post- based  
on hotel availability.

**Reservations:** [Online](#)

**Cut off date:** 31 August 2024

**Self-Parking:** \$20

**Valet Parking and overnight:** \$30 plus tax

**Please note:** Hotel room reservations are the sole responsibility of the individual. PayrollOrg is not responsible for any issues related to reservations that the individual makes directly with the hotel. This includes final payments or adjustments.

### Dietary Requests and Special Services

Dietary requests made after 30 August cannot be guaranteed. By requesting a dietary meal and indicating the meal functions you will be attending, you confirm that you will be eating your dietary meal purchased by PayrollOrg on your behalf. There is no additional charge for the dietary meal(s) unless you elect not to eat it, fail to pick up the dietary meal, or eat a regular attendee meal in its place. In any of these instances, you will be invoiced US\$50 for each dietary meal that you ordered. Dietary requests will be limited and will not be honored on-site.

If you require special services, please call Customer Service at +1 210 224 6406, M-F, 7 a.m. – 5 p.m. CT, at least 21 days in advance of the event.



### Credit for Recertification and Continuing Education:

PayrollOrg is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors, through its website: [www.NASBARegistry.org](http://www.NASBARegistry.org). PayrollOrg's CPE sponsor identification number with NASBA is 103152. Payroll Leaders Conference participants earn up to 16 RCHs, 1.6 CEUs, or 18.5 CPE credits. No prerequisites or advance preparation required. Course level: Overview. Delivery method: Group-live. See individual descriptions for Field of Study (FOS).

**CPE Complaint Resolution Policy:** PayrollOrg will make every effort to resolve complaints regarding NASBA compliance within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought. Submit CPE complaints to: PayrollOrg, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217 USA. Certification: +1 210 226 4600.

# 2024 Payroll Leaders Conference | Registration Form

Register online: [Payroll.org/PLC](https://Payroll.org/PLC)

1

## REGISTRATION

### I would like to:

#### Register for ONE of the following Certificate Programs:

- Payroll OMG (24PAYLD1)
- Government/Public Sector Certificate Program (24PAYLD2)
- Advanced Payroll Concepts (24PAYLD3)
- Advanced Global Payroll Management Certificate Program (24PAYLD4)
- I am a PayrollOrg Member. ID# \_\_\_\_\_ .....US\$1,289
- I am a Colleague of a PayrollOrg Member (at the same street address)US\$1,419
- Colleague's ID #: \_\_\_\_\_
- Member's Name: \_\_\_\_\_
- Member's ID #: \_\_\_\_\_
- I would like to join PayrollOrg now AND register at the member rate.....US\$1,623
- Class Registration Fee at Member Rate ..... US\$1,289
- Annual Membership Dues\* ..... US\$299
- One-Time Enrollment Fee .....US\$35
- TOTAL..... US\$1,623**
- I am not a PayrollOrg Member or Colleague. ID# (if known) ..... US\$1,569

### YOUR CONFERENCE REGISTRATION INCLUDES:

- ✓ A printed course workbook
- ✓ 16 RCHs, 1.6 CEUs, or 18.5 CPE credits upon completion
- ✓ Two luncheons
- ✓ Three continental breakfasts
- ✓ Refreshments during breaks
- ✓ Networking Cocktail Reception

2

## REGISTRANT INFORMATION (please print)

### Registrant's Primary Address

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Zip + 4-Digit/Postal Code: \_\_\_\_\_ + \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(Area/Country Code) (Area/Country Code)

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

(For official PayrollOrg communications, registration confirmations, Payroll Currently, and PAYTECH-Digital)

Please indicate if you are:  CPA  PA (For NASBA reporting purposes)

### Needed for account verification

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Special Dietary Request:**  Vegetarian  Gluten-free  Kosher  
 Vegan  Peanut Allergy  Dairy Allergy  Shellfish Allergy

Special dietary requests received after 30 August cannot be guaranteed.

### All Attendees Please Complete This Section.

In case of emergency contact:

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

Relation to Attendee: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

3

## PAYMENT INFORMATION

Payment in U.S. dollars must accompany registration form.

Currency Converter: [www.xe.com](http://www.xe.com)

### Three Enrollment Options:

- Online  Fax  Mail
- Payroll.org/PLC +1 210 224 6038 To address below

### I authorize the API Fund for Payroll Education, Inc. to CHARGE my:

- American Express  Discover  Mastercard  Visa

**Card is:** (check one)  Corporate  Personal

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

**Name on Credit Card:** \_\_\_\_\_

**Signature of Cardholder:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_ (for government agencies/universities only)

### Make CHECK payable and mail to:

**PayrollOrg**  
c/o Customer Service  
660 North Main Avenue, Suite 100  
San Antonio, TX 78205-1217 USA  
**Phone:** +1 210 224 6406 • M–F, 7 a.m.–5 p.m. CT  
**Email:** [CustomerService@payroll.org](mailto:CustomerService@payroll.org) • **Visit:** [Payroll.org](https://Payroll.org)

I have read and agree to the Event Policies found at [Payroll.org/policies](https://Payroll.org/policies), which include a Code of Conduct and an Attendee Liability and Waiver of Claims.

If you require special services, please call Customer Service at least 21 days in advance of the event.

### Have you ever:

Purchased something from the PayrollOrg (formerly APA and GPMI)?  Yes  No

Had a membership with the PayrollOrg (formerly APA and GPMI)?  Yes  No

If yes, what name was it under? \_\_\_\_\_

What was the company name? \_\_\_\_\_

### For all program information go to: [Payroll.org/PLC](https://Payroll.org/PLC)

\*Dues are subject to change without notice and are nonrefundable. Membership is on an individual basis; corporate memberships are not available. An enrollment fee of US\$35 is charged to all new members. 100% of PayrollOrg membership dues are deductible as an ordinary business expense.

Last updated: 26 June 2024

EMT: 9V

For office use only:

Date: \_\_\_\_\_ Order #: \_\_\_\_\_ Batch #: \_\_\_\_\_

Group #: \_\_\_\_\_ Check #: \_\_\_\_\_ C/P: \_\_\_\_\_ Total: US\$ \_\_\_\_\_