



# PayrollOrg Order Form

For online registration or ordering, visit: [Payroll.org](http://Payroll.org)

## Order Form

### Please send me the following PRODUCTS:

Product Name	Product Code	Quantity	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Less quantity discount on books (if applicable) US\$ \_\_\_\_\_

To order *PayTrain Fundamentals* or *PayTrain Mastery*, visit [www.learnpayroll.com](http://www.learnpayroll.com) or call +1 800 444 5015.

### Shipping & handling (does not apply to eBooks or subscriptions):

U.S. add 7% of product subtotal; outside U.S. add 25% of product subtotal US\$ \_\_\_\_\_

**Product Subtotal** US\$ \_\_\_\_\_

Please determine your applicable sales tax and remit to PayrollOrg with your payment.

You can determine your sales tax by going through the checkout process

online for the product(s) you are purchasing. [Payroll.org/salestax](http://Payroll.org/salestax). US\$ \_\_\_\_\_

**(A) Total for Products** US\$ \_\_\_\_\_

### Please register me for the following COURSES:

Course Name	Course Code	Course Location	Course Date(s)	Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**(B) Total for Courses** US\$ \_\_\_\_\_

**(C) One-year membership dues & fees, if applicable (PayrollOrg: US\$334)** US\$ \_\_\_\_\_

**(A+B+C) TOTAL AMOUNT PAID** US\$ \_\_\_\_\_

## Registrant Information

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

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

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

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip+4-digit/Postal Code: \_\_\_\_\_ + \_\_\_\_\_

Telephone: \_\_\_\_\_ 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)

Special Dietary Request:  Vegetarian  Gluten-free  Kosher

Dairy Allergy  Peanut Allergy  Shellfish Allergy  Vegan

Special dietary requests received less than two weeks from event start cannot be guaranteed.

I am a PayrollOrg MEMBER. ID# \_\_\_\_\_  
(Update your contact information at [Payroll.org](http://Payroll.org))

I am a COLLEAGUE of a PayrollOrg Member (at the same street address)

Colleague's ID #: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Member's ID #: \_\_\_\_\_

I want to join PayrollOrg now:

Annual Membership Dues\* US\$299 + One-Time Enrollment Fee US\$35 = US\$334

I am NOT a PayrollOrg Member or Colleague. ID# (if known): \_\_\_\_\_

**Needed for account verification** Birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Have you ever:

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

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

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

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

### FOR OFFICE USE ONLY:

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

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

## Payment Information

Payment in U.S. dollars must accompany your order.

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

### Three enrollment options:

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

CAMPAIGN CODE\*\* \_\_\_\_\_

DISCOUNT AMOUNT US\$ \_\_\_\_\_

I authorize the PayrollOrg to CHARGE my:

American Express  Discover  Mastercard  Visa

Card is:  Corporate  Personal

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

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

Name on credit card: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

CREDIT ON ACCOUNT

PURCHASE ORDER # : \_\_\_\_\_ (government agencies/universities only)

CHECK #: \_\_\_\_\_

**Make CHECK payable and mail to:**

### PayrollOrg

660 North Main Avenue, Suite 100

San Antonio, TX 78205-1217 USA

Email: [CustomerService@payroll.org](mailto:CustomerService@payroll.org) • Visit: [Payroll.org](http://Payroll.org)

Phone: +1 210 224 6406 • M-F, 7 a.m. – 5 p.m. CT

I have read and agree to the Event Policies found at [payroll.org/policies](http://payroll.org/policies), and the Health and Safety Policies found at [payroll.org/health-and-safety](http://payroll.org/health-and-safety), which include a Personal Accountability Commitment for event attendees. I understand the health and safety policies are subject to change based on CDC guidance or government regulations.

**\*Membership dues are subject to change without notice and are nonrefundable.** Membership is on an individual basis; corporate memberships are not available. 100% of membership dues are deductible as an ordinary business expense. An enrollment fee of \$35 is charged to all new members and to reinstate members inactive for more than 90 days.

**\*\*Campaign Code Restrictions:** Discount does not apply to Membership dues, *PayTrain Mastery*®, *PayTrain*® *Fundamentals*, FPC Boot Camp, CPP Boot Camp, FPC exam fees, CPP exam fees, FPC recertification fees, CPP recertification fees, Congress, *PayrollOrg Guide to Accounts Payable*, *PayrollOrg Basic Guide to Payroll*, or purchases prior to the start date of the campaign code.

Last updated: December 2023