PREPARING FOR YEAR-END AND 2020

With a new Form W-4 arriving in 2020, prepare for the coming changes affecting taxpayers and your organization in the coming year.

Choose from one comprehensive or four specialty courses to get you and your organization through 2019 and prepared for 2020.

SPECIALTY COURSES

- GOVERNMENT/PUBLIC SECTOR
- CANADIAN PAYROLLS
- ACCOUNTS PAYABLE/ DISBURSEMENTS
- ADVANCED PAYROLLS

www.americanpayroll.org

Sponsored by rapid! DISBURSEMENTS
Preparing for Year-End and 2020 Payrolls

**CANADIAN PAYROLLS**

**Learning Objectives:**
- Understand the box-by-box instructions on T4, T4-A, and RL-1 tax slips
- Learn the details on federal and provincial compliance changes for 2019, including electronic T4s as the standard delivery method and future enhancements to the Canada Pension Plan (CPP)
- Learn how to avoid PIER reporting errors and additional compliance penalties
- Be aware of the provincial updates from a payroll perspective

**One-Day Seminar | Webinar | Webinar On Demand | Course Book**
The IRS reported that $2.42 trillion paid into the Treasury in FY 2018 was transmitted by employers for employment taxes, which was nearly 70% of all federal revenue.

ACCOUNTS PAYABLE/DISBURSEMENTS

Learning Objectives:

- Determine the information required to correctly prepare Forms 1099-MISC
- Be able to file Forms 1099-MISC with the IRS by January 31
- Review the accounts payable processing changes required by new legislation and regulations
- Understand how an employee’s moving expenses must be reported and taxed

Webinar | Webinar On Demand

ADVANCED PAYROLLS

Learning Objectives:

- Understand the common paymaster rules
- Identify special expatriate and nonresident alien taxation and reporting requirements
- Understand taxation and reporting of executive compensation
- Identify when contributions to Health Savings Accounts are reported on Form W-2

Webinar | Webinar On Demand

Webinars and Webinars On Demand

Get the year-end updates and checklists you need, when you need them, with Preparing for Year-End and 2020 Webinars and Webinars on Demand.

Course Materials

For even more convenience, you can order the course materials for these courses:

- Payroll Preparing for Year-End and 2020
- Government/Public Sector Preparing for Year-End and 2020
- Canadian Payrolls Preparing for Year-End and 2020

© 2019 API Fund for Payroll Education, Inc. www.americanpayroll.org
Find out how Tax Reform is changing federal income tax withholding calculations and Form W-4.

For those who are facing more complex taxation issues, register for the Advanced Payrolls Preparing for Year-End and 2020 Webinar series today. See page 10 for more details.

4. Preparing for Year-End and 2020

<table>
<thead>
<tr>
<th>CITY</th>
<th>DATE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arlington/Alexandria, VA</td>
<td>October 28</td>
<td>19PYE18C</td>
</tr>
<tr>
<td>Atlanta, GA</td>
<td>October 23</td>
<td>19PYE11C</td>
</tr>
<tr>
<td>Baltimore, MD</td>
<td>October 29</td>
<td>19PYE21C</td>
</tr>
<tr>
<td>Bloomington, MN</td>
<td>October 21</td>
<td>19PYE01C</td>
</tr>
<tr>
<td>Boston, MA</td>
<td>November 4</td>
<td>19PYE32C</td>
</tr>
<tr>
<td>Charlotte, NC</td>
<td>October 30</td>
<td>19PYE22C</td>
</tr>
<tr>
<td>Chicago, IL</td>
<td>October 23</td>
<td>19PYE10C</td>
</tr>
<tr>
<td>Chicago, IL</td>
<td>November 5</td>
<td>19PYE38C</td>
</tr>
<tr>
<td>Cincinnati, OH</td>
<td>October 30</td>
<td>19PYE23C</td>
</tr>
<tr>
<td>Cleveland, OH</td>
<td>October 28</td>
<td>19PYE17C</td>
</tr>
<tr>
<td>Columbus, OH</td>
<td>October 29</td>
<td>19PYE20C</td>
</tr>
<tr>
<td>Dallas, TX</td>
<td>November 1</td>
<td>19PYE28C</td>
</tr>
<tr>
<td>Denver, CO</td>
<td>November 8</td>
<td>19PYE50C</td>
</tr>
<tr>
<td>Des Moines, IA</td>
<td>November 6</td>
<td>19PYE42C</td>
</tr>
<tr>
<td>Detroit, MI</td>
<td>November 1</td>
<td>19PYE30C</td>
</tr>
<tr>
<td>Ft. Worth, TX</td>
<td>November 7</td>
<td>19PYE45C</td>
</tr>
<tr>
<td>Houston, TX</td>
<td>November 5</td>
<td>19PYE37C</td>
</tr>
<tr>
<td>Indianapolis, IN</td>
<td>October 31</td>
<td>19PYE29C</td>
</tr>
<tr>
<td>Kansas City, MO</td>
<td>October 24</td>
<td>19PYE13C</td>
</tr>
<tr>
<td>Los Angeles, CA</td>
<td>October 31</td>
<td>19PYE15C</td>
</tr>
<tr>
<td>Milwaukee, WI</td>
<td>October 22</td>
<td>19PYE07C</td>
</tr>
<tr>
<td>Minneapolis, MN</td>
<td>November 4</td>
<td>19PYE34C</td>
</tr>
<tr>
<td>Nashville, TN</td>
<td>October 31</td>
<td>19PYE25C</td>
</tr>
<tr>
<td>New Orleans, LA</td>
<td>November 4</td>
<td>19PYE33C</td>
</tr>
<tr>
<td>New York, NY</td>
<td>November 5</td>
<td>19PYE36C</td>
</tr>
<tr>
<td>Newark, NJ</td>
<td>November 6</td>
<td>19PYE40C</td>
</tr>
<tr>
<td>Newport Beach, CA</td>
<td>October 30</td>
<td>19PYE43C</td>
</tr>
<tr>
<td>Omaha, NE</td>
<td>November 7</td>
<td>19PYE46C</td>
</tr>
<tr>
<td>Orlando, FL</td>
<td>October 22</td>
<td>19PYE08C</td>
</tr>
<tr>
<td>Philadelphia, PA</td>
<td>October 30</td>
<td>19PYE24C</td>
</tr>
<tr>
<td>Philadelphia, PA</td>
<td>November 7</td>
<td>19PYE44C</td>
</tr>
<tr>
<td>Phoenix, AZ</td>
<td>October 28</td>
<td>19PYE35C</td>
</tr>
<tr>
<td>Pittsburgh, PA</td>
<td>October 31</td>
<td>19PYE27C</td>
</tr>
<tr>
<td>Portland, OR</td>
<td>October 29</td>
<td>19PYE06C</td>
</tr>
<tr>
<td>Raleigh, NC</td>
<td>October 29</td>
<td>19PYE19C</td>
</tr>
<tr>
<td>Reston, VA</td>
<td>November 8</td>
<td>19PYE48C</td>
</tr>
<tr>
<td>Richmond, VA</td>
<td>October 28</td>
<td>19PYE16C</td>
</tr>
<tr>
<td>San Antonio, TX</td>
<td>November 6</td>
<td>19PYE41C</td>
</tr>
<tr>
<td>San Diego, CA</td>
<td>October 29</td>
<td>19PYE39C</td>
</tr>
<tr>
<td>San Francisco, CA</td>
<td>November 1</td>
<td>19PYE47C</td>
</tr>
<tr>
<td>San Jose, CA</td>
<td>October 30</td>
<td>19PYE12C</td>
</tr>
<tr>
<td>Seattle, WA</td>
<td>October 28</td>
<td>19PYE03C</td>
</tr>
<tr>
<td>St. Louis, MO</td>
<td>October 24</td>
<td>19PYE14C</td>
</tr>
<tr>
<td>Tampa, FL</td>
<td>October 21</td>
<td>19PYE05C</td>
</tr>
<tr>
<td>Tulsa, OK</td>
<td>November 8</td>
<td>19PYE49C</td>
</tr>
</tbody>
</table>
Year-end Preparation
- Year-end checklist, accumulators, and project plan
- Verifying social security numbers
- Social Security Administration’s changes to reporting
- IRS fights tax refund fraud
- Verification of employee data, reconciliations, and year-end notices

State Regulations Impacting Year-end
- State Annual Reconciliation
- Return and Magnetic Media/ Electronic Reporting
- State Unemployment and Disability Wage Bases

Annual Changes
- Social security wage base
- Social security/Medicare threshold for domestic employees and election workers
- Medicare tax rate
- Retirement plan changes
- Fringe benefit limitations
- Federal per diem and mileage rates
- Federal standard deduction
- Federal tax levies – Publication 1494
- Automobile rates
- Qualified transportation fringe benefit limits
- Information return and payee statement penalties
- Affordable Care Act annual adjustments
- Income exclusion for U.S. citizens living abroad
- Health Savings Account limits and definitions

Year-end Reporting and Taxation of Fringe Benefits
- Taxable fringe benefits
- Supplemental wages and grossing-up
- Moving expenses
- Group-term life insurance
- Awards, prizes, and gift cards
- Qualified transportation fringe benefits
- Loans to employees
- Deferred compensation
- Cafeteria and flexible benefit plans
- Nonqualified stock options
- DOL proposes regulations to update regular rate determination and to define joint employer status
- DOL revises guidance for FLSA tip credit and dual jobs
- DOL issues opinion letters on FLSA topics

Government Issues Review

Legislative Actions
- Sweeping tax legislation from the Tax Cuts and Jobs Act continues to affect payroll professionals
- IRS restructuring legislation includes payroll provisions

2019 Legislative Proposals
- Federal agency budgets and payroll impacts: what’s funded, what isn’t
- Mobile Workforce legislation reintroduced
- Update on status of Uniform Wage Garnishment Act
- Other proposed legislation

Regulations and Guidance
- Latest information on 2020 Form W-4
- IRS finalizes rules to allow truncating SSNs on employee’s W-2s
- IRS proposes regulations to increase number of electronically filed information returns
- IRS provides tax relief for victims of federally declared disasters
- IRS proposes regulations and issues guidance on disaster relief
- IRS provides guidance on taxation of employer-provided meals
- IRS updates safe harbor explanations for rollover distributions from certain retirement plans
- IRS upholds student loan repayment feature under a 401(k) plan
- IRS provides guidance on treatment of qualified transportation benefit balance when employment is terminated
- IRS issues guidance on HRAs and HSAs
- DOL proposes regulations to increase white collar exemption salary threshold

Court Decisions
- Federal judge rules ACA is unconstitutional
- Federal court reinstates EEO-1 pay data collection requirement
- Supreme Court reverses appeals court decision; lost wages for railroad employee were compensation
- Supreme Court will not review trust fund penalty case
- Appeals court denies liquidated damages in FLSA overtime ruling
- Appeals court upholds decision: pay taxes to the IRS first
- Court rules casino tip pool did not violate FLSA
- Employer allowed to deduct FMLA from incentive calculation
- Court explains regular rate calculations and exclusions for overtime
- California Supreme Court rules employees may not sue payroll service provider for unpaid wages in addition to employer

Agency Initiatives
- IRS continues to encourage employees to conduct a paycheck checkup
- IRS announces results of two-week employment tax enforcement visits
- DOL issues opinion letter on worker classification and signs misclassification agreements with additional states
- SSA resumes sending no match letters
- NACHA approves rules to expand same-day ACH transactions

Forms Review and Revisions
- Form 941, Schedules B, D, and R
- Form 941-X
- Forms W-2 and W-2c
- Forms W-3 and W-3c
- Form 940
- Form 1099-MISC
Year-end Preparation
- Year-end checklist, accumulators, and project plan
- Verifying social security numbers
- Social Security Administration’s changes to reporting
- IRS fights tax refund fraud
- Verification of employee data, reconciliations, and year-end notices

State Regulations Impacting Year-end
- State Annual Reconciliation Return and Magnetic Media/Electronic Reporting

Annual Changes
- Social security wage base
- Medicare tax rate
- Social security/Medicare threshold for domestic employees and election workers
- Retirement plan changes
- Fringe benefit limitations
- Federal per diem and mileage rates
- Federal standard deduction and personal exemption values

Year-end Reporting and Taxation of Fringe Benefits
- Taxable fringe benefits
- Supplemental wages and grossing-up

Understand how Tax Reform is changing Form W-4 and federal income tax withholding calculations.
GOVERNMENT/PUBLIC SECTOR COURSE OUTLINE*

**Earn up to: 6 RCHs, 0.6 CEU, or 7 CPE Credits. Fields of Study: Taxes = 5, Business Law = 2**

- Moving expenses for military personnel on orders
- Group-term life insurance
- Awards, prizes, and gift cards
- Qualified transportation fringe benefits
- Loans to employees
- Deferred compensation
- Cafeteria and flexible benefit plans
- Nonqualified stock options
- Dependent care benefits
- Adoption assistance
- Overpayments and repayments
- Forms 1094-C and 1095-C, third-party sick pay, W-2 retirement plan check box, and health insurance reporting

**Government Issues Review**

**Legislative Actions**
- Sweeping tax legislation from the Tax Cuts and Jobs Act continues to affect payroll professionals
- IRS restructuring legislation includes payroll provisions

**2019 Legislative Proposals**
- Federal agency budgets and payroll impacts: what’s funded, what isn’t
- Mobile Workforce legislation reintroduced
- Update on status of Uniform Wage Garnishment Act
- Other proposed legislation

**Regulations and Guidance**
- Latest information on 2020 Form W-4
- IRS finalizes rules to allow truncating SSNs on employee’s W-2s
- IRS proposes regulations to increase number of electronically filed information returns
- IRS provides tax relief for victims of federally declared disasters
- IRS proposes regulations and issues guidance on disaster relief
- IRS provides guidance on taxation of employer-provided meals

- IRS updates safe harbor explanations for rollover distributions from certain retirement plans
- IRS upholds student loan repayment feature under a 401(k) plan
- IRS provides guidance on treatment of qualified transportation benefit balance when employment is terminated
- IRS issues guidance on HRAs and HSAs
- DOL proposes regulations to increase white collar exemption salary threshold
- DOL proposes regulations to update regular rate determination and to define joint employer status
- DOL revises guidance on for FLSA tip credit and dual jobs
- DOL issues opinion letters on FLSA topics

**Court Decisions**
- Federal judge rules ACA is unconstitutional
- Federal court reinstates EEO-1 pay data collection requirement
- Supreme Court reverses appeals court decision; lost wages for railroad employee were compensation
- Supreme Court will not review trust fund penalty case
- Appeals court denies liquidated damages in FLSA overtime ruling
- Appeals court upholds decision: pay taxes to the IRS first
- Court rules casino tip pool did not violate FLSA
- Employer allowed to deduct FMLA time from incentive calculation
- Court explains regular rate calculations and exclusions for overtime

- California Supreme Court rules employees may not sue payroll service provider for unpaid wages in addition to employer

**Agency Initiatives**
- IRS continues to encourage employees to conduct a paycheck checkup
- IRS announces results of two-week employment tax enforcement visits
- DOL issues opinion letter on worker classification and signs misclassification agreements with additional states
- SSA resumes sending no match letters
- NACHA approves rules to expand same-day ACH transactions

**Forms Review and Revisions**
- Form 941, Schedules B, D, and R
- Form 941-X
- Forms W-2 and W-2c
- Forms W-3 and W-3c
- Form 940
- Form 1099-MISC

**Government/Public Sector Year-end Issues**
- Election workers
- Jurors’ compensation
- Elected officials
- Social security/Medicare coverage
- Section 401(a) employer pick-up plans
- Converting sick leave to supplemental retirement benefits
- Section 457(b) plans
- Section 403(b) plans
- Differential military pay
- Military spouse’s state income tax exclusion
- Use of vehicles by law enforcement officers
- Fair labor standards for state and local governments

*Program is subject to change without notice.*
Preparing for Year-End and 2020

Legislative Update
- Federal legislation
- Provincial legislation
- Provincial tax rates
- Update on federal and provincial budget implications

Reviewing for 2019 Year-end
- Checking compliance issues
- Reconciling payroll accounts
- Identifying the proper forms to use
- Validating Social Insurance Numbers
- Recognizing potential PIER report problems
- Reviewing common reporting errors and how to avoid them
- Reviewing pension adjustments

Completing 2019 Year-end
- 2019 tax filing requirements
- Completing the T4 slip
- Completing the T4A slip
- How to complete the RL-1 slip in French (Province of Québec)
- Filing deadlines
- Other 2019 filing requirements

2019 After Filing Need-to-Knows
- Processing an amended T4, T4A, or RL-1
- Handling a replacement T4, T4A, or RL-1
- Dealing with the PIER report

Implementing 2020 Requirements
- Changes to Canada Pension Plan, Employment Insurance, and Québec Parental Insurance Plan rates
- Changes to federal and/or provincial tax rates
- Changes to workers’ compensation maximum assessable earnings
- Changes to minimum wage rates

Where to Get Help
- Using government websites for the Canada Revenue Agency, Service Canada, and Revenue Québec

Are you prepared to avoid the PIER report?

CANADIAN PAYROLLS COURSE OUTLINE*
Earn up to: 6 RCHs, 0.6 CEU, or 7 CPE Credits. Fields of Study: Taxes = 5, Business Law = 2

<table>
<thead>
<tr>
<th>CITY</th>
<th>DATE</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago, IL</td>
<td>November 13</td>
<td>19CYE02C</td>
</tr>
<tr>
<td>Dallas, TX</td>
<td>November 14</td>
<td>19CYE03C</td>
</tr>
<tr>
<td>New York, NY</td>
<td>November 12</td>
<td>19CYE01C</td>
</tr>
<tr>
<td>San Francisco, CA</td>
<td>November 15</td>
<td>19CYE04C</td>
</tr>
</tbody>
</table>

*Program is subject to change without notice.
WEBINARS AND WEBINARS ON DEMAND

These live, web-based, interactive presentations will provide you with the essential year-end checklist and course materials for each registered segment.

Delivery Method: Group Internet-based. CPE credits are not available for Webinars On Demand.
No advanced preparation or prerequisites required. Program Level: Overview

Earn: 1.5 RCHs, 0.15 CEU, or 1.5 CPE credits for each webinar segment.

PAYROLL WEBINAR SERIES
All four segments presented on dates listed.  
Course Code: 19PYE00L  
(On Demand: 19PYE00R)

Segment 1: Year-end Preparation  
Field of Study: Taxes  
Presented Live: October 30  
Course Code: 19PYE01L  
On Demand: 19PYE01R

Segment 2: Year-end Reporting and Taxation of Fringe Benefits  
Field of Study: Taxes  
Presented Live: November 1  
Course Code: 19PYE02L  
On Demand: 19PYE02R

Segment 3: Government Issues Review  
Field of Study: Taxes  
Presented Live: November 6  
Course Code: 19PYE03L  
On Demand: 19PYE03R

Segment 4: Legislative and Regulatory Review  
Field of Study: Taxes  
Presented Live: November 8  
Course Code: 19PYE04L  
On Demand: 19PYE04R

GOVERNMENT/PUBLIC SECTOR WEBINAR SERIES
All five segments presented on dates listed.  
Course Code: 19GYE00L  
(On Demand: 19GYE00R)

Segment 1: Year-end Preparation  
Field of Study: Taxes  
Presented Live: October 30  
Course Code: 19PYE01L  
On Demand: 19PYE01R

Segment 2: Year-end Reporting and Taxation of Fringe Benefits  
Field of Study: Taxes  
Presented Live: November 1  
Course Code: 19PYE02L  
On Demand: 19PYE02R

Segment 3: Government Issues Review  
Field of Study: Taxes  
Presented Live: November 6  
Course Code: 19PYE03L  
On Demand: 19PYE03R

Segment 4: Legislative and Regulatory Review  
Field of Study: Taxes  
Presented Live: November 8  
Course Code: 19PYE04L  
On Demand: 19PYE04R

Segment 5: Year-end Issues That Drive Government Employers Crazy  
Field of Study: Business Law  
Presented Live: November 13  
Course Code: 191113PL  
On Demand: 191113PR

*The five segments of the Government/Public Sector Preparing for Year-End and 2020 Webinar series provide the same learning objectives and content found in the Government/Public Sector Preparing for Year-End and 2020 seminar at the same price as the seminar.

View the complete course outlines at  
www.americanpayroll.org
WEBINARS AND WEBINARS ON DEMAND

CANADIAN PAYROLLS WEBINAR SERIES
All four segments presented on dates listed.
Course Code: 19CYE00L
(On Demand: 19CYE00R)

Segment 1: Federal Legislative Update: Canada Revenue Agency and Service Canada
Field of Study: Taxes = 0.5, Business Law = 1.0
Presented Live: December 4
Course Code: 19CYE01L
On Demand: 19CYE01R

Segment 2: 2019 and 2020 Jurisdictional Changes and Reporting
Field of Study: Business Law
Presented Live: December 6
Course Code: 19CYE02L
On Demand: 19CYE02R

Segment 3: Canadian Federal Year-end Reporting
Field of Study: Taxes
Presented Live: December 11
Course Code: 19CYE03L
On Demand: 19CYE03R

Segment 4: Québec Legislative Update and Year-end
Field of Study: Taxes
Presented Live: December 13
Course Code: 19CYE04L
On Demand: 19CYE04R

ACCOUNTS PAYABLE/DISBURSEMENTS WEBINAR SERIES
All four segments presented on dates listed.
Course Code: 19APY00L
(On Demand: 19APY00R)

Segment 1: Year-end Preparation
Field of Study: Taxes
Presented Live: October 2
Course Code: 19APY01L
On Demand: 19APY01R

Segment 2: Taxation Issues Common to Accounts Payable
Field of Study: Taxes
Presented Live: October 4
Course Code: 19APY02L
On Demand: 19APY02R

Segment 3: Legislation, Regulatory Issues, Agency Guidance, and Court Decisions
Field of Study: Taxes
Presented Live: October 9
Course Code: 19APY03L
On Demand: 19APY03R

Segment 4: State Filing Requirements Impacting Accounts Payable, Annual Changes, and Forms Review
Field of Study: Taxes
Presented Live: October 11
Course Code: 19APY04L
On Demand: 19APY04R

ADVANCED PAYROLLS WEBINAR SERIES
All four segments presented on dates listed.
Course Code: 19ADY00L
(On Demand: 19ADY00R)

Segment 1: Advanced Year-end Issues
Field of Study: Taxes
Presented Live: October 29
Course Code: 19ADY01L
On Demand: 19ADY01R

Segment 2: Advanced Fringe Benefit Issues
Field of Study: Taxes
Presented Live: October 31
Course Code: 19ADY02L
On Demand: 19ADY02R

Segment 3: Government Issues Review
Field of Study: Taxes
Presented Live: November 6
Course Code: 19ADY03L
On Demand: 19ADY03R

Segment 4: State Issues, Annual Changes, and Form Review
Field of Study: Taxes
Presented Live: November 8
Course Code: 19ADY04L
On Demand: 19ADY04R

View the complete course outlines at www.americanpayroll.org

10. Preparing for Year-End and 2020
1 Registration

I would like to:

☐ Register for the following class:
  ☐ Payroll ☐ Government/Public Sector ☐ Canadian Payrolls
  City: __________________________________________________________
  Course Code: _____________________ Course Date: ______________
  ☐ I am an APA MEMBER, ID# ____________________________ $489
  ☐ I am a COLLEGE of an APA Member (at the same street address) ... $599
  Member’s ID: ________________________________
  Member’s Name: _____________________________________________________________________________
  ☐ I would like to join APA now AND register at the member rate

Members save up to $240 when registering for this class!

Class Registration Fee at Member Rate .............................. $489
Annual Membership Dues* ............................................. $254
One-Time Enrollment Fee ................................................ $35

TOTAL ........................................... $778

☐ I am not an APA Member or Colleague. ID# (if known) ________ $729*  

☐ Please register me for the following Webinar or Webinar On Demand:  
  Individual Webinars are $195. All 4 segments in a series are $489.
  Note: Government/Public Sector has 5 segments for $489.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Payroll</th>
<th>Canadian Payrolls</th>
<th>API/Disbursements</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

☐ I would like to purchase the course materials for:
  ☐ Payroll ................................................................................. $489*  
  ☐ Government/Public Sector ......................................................... $489*  
  ☐ Canadian Payrolls .................................................................... $489*  

3 Payment Information

Payment in U.S. dollars must accompany registration form.
Currency Converter: www.xe.com

Three Enrollment Options:

☐ Online www.americanpayroll.org (210) 224-6406 • M–F, 8 a.m.–6 p.m. CT
☐ Fax To address below
☐ Mail

☐ I authorize the API Fund for Payroll Education, Inc. to CHARGE my:
  ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Card is: (check one) ☐ Corporate ☐ Personal

Card #: ________________________________________ CVV Code: __________
Exp. Date: ____________________________
Name on Credit Card: ____________________________
Signature of Cardholder: ____________________________

☐ I agree to the policies for registration, transfer, substitution, cancellation, and refunds found at bit.ly/APA-policies.

☐ Purchase Order #: ____________________________ (for government agencies/universities only)

☐ Make CHECK payable and mail to:

American Payroll Association
660 North Main Avenue, Suite 100
San Antonio, TX 78205-1217

Email: apa@americanpayroll.org • Visit: www.americanpayroll.org

Phone: (210) 224-6038 • M–F, 8 a.m.–6 p.m. CT

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

*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.

All sales of the course materials are final. No refunds will be made. Course materials for the one-day class will be shipped immediately after the last class in the series is completed. Course materials for webinars will be emailed for each registered webinar segment.

Prices listed are for Members. Go to www.americanpayroll.org for Colleague and Non-member prices and cancellation policies.

2 Registrant Information (please print)

Registrant’s Primary Address

Name: Ms. ☐ Mr. ☐ __________
Title: _______________________
Organization: _______________________
Street Address: _______________________
City: ____________________________
State/Province: _______________________
Country: _______________________
Zip + 4-Digit/Postal Code: ____________ + ____________
Phone: ____________________________
(Area/Country Code) (Area/Country Code)
Fax: ____________________________
(Area/Country Code) (Area/Country Code)
Email: ____________________________

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

Special Dietary Request: ☐ Vegetarian ☐ Gluten-free ☐ Kosher

Needed for new member enrollment

Birth date: ____________ / ____________ / ____________

Registrant’s Secondary/Home Address

Street Address: _______________________
City: ____________________________
State/Province: _______________________
Country: _______________________
Zip + 4-Digit/Postal Code: ____________ + ____________
Phone: ____________________________
(Area/Country Code) (Area/Country Code)
Fax: ____________________________
(Area/Country Code) (Area/Country Code)
Email: ____________________________

Credit for Recertification and Continuing Education: The APA 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.learningmarket.org. The American Payroll Association’s CPE sponsor identification number with NASBA is 103152. No prerequisites or advance preparation required. Course level: Update Delivery method: Group Live, Field of Study = Taxes 5, Business Law = 2; Delivery method: Group Internet-Based, Field of Study = Taxes + 6 (Segment 5: Business Law = 1.5). No CPE credits for on demand webinars.

Complaint Resolution Policy: The APA 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 complaints to AmericanPayrollAssociation, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Certification: (210) 226-4600.

Last updated: July 2019

EMT: 9V

FOR OFFICE USE ONLY:

Date: ____________________________
Group #: ____________________________
Check #: ____________________________
C/IP #: ____________________________
Total: $ ____________________________

(please print)
PREPARING FOR YEAR-END AND 2020

Get more from your year-end filing and transition into 2020!

PAYROLL

SPECIALTY COURSES

GOVERNMENT/PUBLIC SECTOR

CANADIAN PAYROLLS

ACCOUNTS PAYABLE/ DISBURSEMENTS

ADVANCED PAYROLLS

www.americanpayroll.org