



CPE Seminar Registration

To register for any seminar, please complete the CPE Registration form and mail it with your payment to:

New Hampshire Society of CPAs
 1750 Elm Street, Suite 403
 Manchester, NH 03104
 Phone: (603) 622-1999

You may also register on-line by visiting the CPE section of our website at www.nhscpa.org

REGISTRATIONS CANNOT BE PROCESSED WITHOUT PAYMENT!

Please print or type. One form per person. Form may be reproduced for multiple registrations.

Last Name	First Name	Middle Initial	Nickname	How did you hear of the program(s) you are registering for: (Please check one) <input type="checkbox"/> CPE Calendar <input type="checkbox"/> NHSCPA Website <input type="checkbox"/> Promotional flier <input type="checkbox"/> Email alert <input type="checkbox"/> Other: _____
Firm/Employer				
Preferred Address (Please indicate home or business):				
Business Phone:	Fax:	Home Phone: (for cancellation purposes)		
Email Address:				
Is this a new address: (please circle) Yes No		Are you a NHSCPA member: (please circle) Yes No		
If you are a member of another state society, which state:				
If you require special accommodations to fully participate, please indicate below what they are:				
CPE Seminar Registration Information				
Seminar	Seminar Date	Course Fee		
Total Due:				
<input type="checkbox"/> Enclosed is my check in the amount of \$_____ made payable to NHSCPA <i>You can safely pay by credit card via our secure website, www.nhscpa.org.</i>				

Cancellation Policy: A seminar will be canceled if the minimum number of participants is not obtained approximately seven days prior to the presentation date. Your early registration is appreciated and helps to avoid course cancellations. If we cancel a seminar, you may elect to receive a full refund or a credit for another course. The NHSCPA is not responsible for any personal expenses incurred if a seminar is cancelled.

If you cancel a seminar, all cancellations and transfers must be made ten (10) business days before the seminar in order to avoid cancellation fees. Cancellations must be received in writing or by telephone. Substitutions are permitted; member discounts and/or non-member seminar fee applies. Please notify the Society of the substitute to assure proper assignment of CPE credit.

Refunds:

- Full refund if cancellation is received 10 business days* prior to the date of the seminar.
- \$100 cancellation fee per seminar day for cancellations received 5-9 business days: prior to the date of seminar.
- No refunds will be issued for cancellations received after 4:30 PM four business days* prior to the date of the seminar.

**Day 1 being the day before the seminar.*

If you have not received a confirmation at least 7 days prior to the course date, please contact the Society office.