

# MEMBERSHIP FEE DEFERRAL REQUEST FORM

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

CPA Alberta #: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

You may be eligible for a fee deferral if you are able to demonstrate short term inability to pay your membership fees by June 30. Short term inability to pay may be a result of, but not limited to, temporary unemployment or layoff, where you expect to find employment within the year.

Please state your reasons for requesting the deferral below:

**Temporary Unemployment**

**Extenuating Circumstances. Please specify below:**

If you are unable to make your payment by September 30th, 2020, please contact the Finance department at 1.800.232.9406 or email [finance@cpaalberta.ca](mailto:finance@cpaalberta.ca) **prior to September 30th, 2020 to discuss the possibility of other options.**

## MEMBER DECLARATION:

I agree to pay my membership fees to CPA Alberta by September 30. I understand that failure to do so will result in the following:

- Immediate suspension of registration as a member
- Late payment penalty charge of **\$150** will be assessed
- Cancellation of membership may occur 60 days after notice of suspension is issued

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

If you are unable to fulfill the above obligations, please contact the Finance department at 1.800.232.9406 or email [finance@cpaalberta.ca](mailto:finance@cpaalberta.ca) **prior to September 30.**

**SUBMIT to CPA Alberta office by email to [finance@cpaalberta.ca](mailto:finance@cpaalberta.ca) or by mail:**

**Calgary Office**

800, 444 -7 Avenue SW  
Calgary, AB Canada T2P 0X8  
T. 403.299.1300 Toll. 1.800.232.9406

**Edmonton Office**

1900, 10088 - 102 Avenue  
Edmonton, AB Canada T5J 2Z1  
T. 780.424.7391 Toll. 1.800.232.9406

**Applications must be received before June 30 to be considered for deferral to avoid late payment penalty charges.**