



REGISTRATION FORM

To include additional participants, please e-mail an Excel sheet to training@gfoa.org that includes the following information for each registrant: **name, title, organization, and e-mail address.** To download an Excel template to submit, go to www.gfoa.org. (Group discounts cannot be applied to online registrations.)

Program Information

 (Please check one)

November 1, 2018 December 5, 2018 January 24, 2019

Check here if you are faxing this form. Fax accepted only with credit card payment or purchase orders. **If faxing, do not mail the original.**

Please print or type (or register online at www.gfoa.org).

Name: _____ Title: _____

Employer: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Telephone: _____ Fax: _____

E-mail (mandatory): _____

GFOA Membership # (if available): _____

Check box to indicate if you are substituting for an active member.

Active Member #: _____

Active Member Name: _____

Registration Fees

All fees must be paid in full before the event date. Registration fee is per person, not per group.

Registration Fee _____ x \$ _____ = \$ _____

New member fee: Visit www.gfoa.org or call GFOA at (312) 977-9700 for fee _____

Discount for paid new member (\$25.00) _____

REGISTRATION TOTAL _____

Payment Information

 (Please check one)

Fees must be paid in U.S. dollars by check, credit card, or purchase order.

Please do not submit duplicate copies.

Payment by credit card.
Scan and e-mail this form to training@gfoa.org;
fax to (312) 977-4806;
or send to GFOA
203 N. LaSalle St.
Suite 2700
Chicago, IL 60601-1210

Payment by check.
Make payable to
"Government Finance
Officers Association"
Send to: GFOA
203 N. LaSalle St.
Suite 2700
Chicago, IL 60601-1210

Bill Me. Scan and e-mail this form to training@gfoa.org or fax to (312) 977-4806. You must include a purchase order number. Payment must be received for all registrations prior to the event date.

Amex Discover

MasterCard VISA

P.O. No: _____

GFOA Tax ID Number:
36-2167796

Name on Card: _____

Account Number: _____ Exp. Date: _____ / _____ (Mandatory)

Signature: _____

A copy of the invoice will be sent as a PDF attachment via e-mail from training@gfoa.org. Please add this address to your allowed senders list.

PLEASE NOTE: All cancellation requests must be made in writing to the GFOA. **November offering:** All cancellations received by October 25, 2018, will incur a \$20 administrative fee. No refunds will be issued after that date. **December offering:** All cancellations received by November 23, 2018, will incur a \$20 administrative fee. No refunds will be issued after that date. **January Offering:** All cancellations received by January 16, 2019, will incur a \$20 administrative fee. No refunds will be issued after that date.

Date changes: All requests for course date changes made within 7 days of the course start date will incur a \$25 transfer fee.

Substitutions (government entities only): A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on staff who is not participating in these training seminars, a nonmember may attend in their place at the member rate. You must provide the member number and/or name of the GFOA member on the registration form.

Inquiries: For information regarding administrative policies such as complaints or refunds, please contact the GFOA at training@gfoa.org or at 312-977-9700.

All individuals, whether in a group setting or on their own, must be registered to view the program.