

## Conference Registration Form

**49<sup>th</sup> Annual Virginia Tech Income Tax Seminar**

November 2 – December 15, 2009

*Please print or type—complete a separate form for each participant*

Name

Title

Organization

\*Organization's FID#

Address

City

State

Zip

Daytime Phone

Fax

E-mail

Signature

1st choice	2nd choice	Location	1st choice	2nd choice	Location
<input type="checkbox"/>	<input type="checkbox"/>	<b>Richmond I, Nov. 2-3</b> (564346) <input type="checkbox"/> \$270 (\$300 after Oct. 1) <input type="checkbox"/> \$290 includes 2 hours Ethics* (\$320 after Oct. 1) <input type="checkbox"/> Will attend Farm Session	<input type="checkbox"/>	<input type="checkbox"/>	<b>Reston, Nov. 30 – Dec 1</b> (564346RE) <input type="checkbox"/> \$280 (\$310 after Oct. 1) <input type="checkbox"/> \$300 includes 2 hours Ethics* (\$330 after Oct. 1) <input type="checkbox"/> Will attend MD Tax Session
<input type="checkbox"/>	<input type="checkbox"/>	<b>Staunton, Nov. 4-5</b> (564346S) <input type="checkbox"/> \$250 (\$280 after Oct. 1) <input type="checkbox"/> \$270 includes 2 hours Ethics* (\$300 after Oct. 1) <input type="checkbox"/> Will attend Farm Session	<input type="checkbox"/>	<input type="checkbox"/>	<b>Fredericksburg, Dec. 2-3</b> (564346F) <input type="checkbox"/> \$270 (\$300 after Oct. 1) <input type="checkbox"/> \$290 includes 2 hours Ethics* (\$320 after Oct. 1) <input type="checkbox"/> Will attend Farm Session
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bristol, Nov. 9-10</b> (564346B) <input type="checkbox"/> \$250 (\$280 after Oct. 1) <input type="checkbox"/> \$270 includes 2 hours Ethics* (\$300 after Oct. 1) <input type="checkbox"/> Will attend Farm Session	<input type="checkbox"/>	<input type="checkbox"/>	<b>Williamsburg, Dec. 7-8</b> (564346W) <input type="checkbox"/> \$270 (\$300 after Oct. 1) <input type="checkbox"/> \$290 includes 2 hours Ethics* (\$320 after Oct. 1) <input type="checkbox"/> Will attend Farm Session
<input type="checkbox"/>	<input type="checkbox"/>	<b>Roanoke, Nov. 11-12</b> (564346RO) <input type="checkbox"/> \$250 (\$280 after Oct. 1) <input type="checkbox"/> \$270 includes 2 hours Ethics* (\$300 after Oct. 1) <input type="checkbox"/> Will attend Farm Session	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chesapeake, Dec. 9-10</b> (564346C) <input type="checkbox"/> \$270 (\$300 after Oct. 1) <input type="checkbox"/> \$290 includes 2 hours Ethics* (\$320 after Oct. 1)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Falls Church Express, Nov. 16-17</b> (564346FC) <input type="checkbox"/> \$280 (\$310 after Oct. 1) No Ethics Session No Farm Session	<input type="checkbox"/>	<input type="checkbox"/>	<b>Richmond II, Dec. 14-15</b> (564346R2) <input type="checkbox"/> \$270 (\$300 after Oct. 1) <input type="checkbox"/> \$290 includes 2 hours Ethics* (\$320 after Oct. 1)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Lynchburg, Nov. 18-19</b> (564346L) <input type="checkbox"/> \$250 (\$280 after Oct. 1) <input type="checkbox"/> \$270 includes 2 hours Ethics* (\$300 after Oct. 1) <input type="checkbox"/> Will attend Farm Session			

\*VA Board of Accountancy Ethics

Meal choice:  standard  low-carb  vegetarian

**Ethics Session Only (5:00–7:00PM) – \$50 per session**

- Richmond I, Nov. 3** (564346)
- Reston, Nov. 30** (564346RE)
- Staunton, Nov. 5** (564346S)
- Fredericksburg, Dec. 3** (564346F)
- Bristol, Nov. 10** (564346B)
- Williamsburg, Dec. 8** (564346W)
- Roanoke, Nov. 12** (564346RO)
- Chesapeake, Dec. 9** (564346C)
- Lynchburg, Nov. 19** (564346L)
- Richmond II, Dec. 15** (564346R2)

**Please check all certifications you wish to receive:** You must provide license and agency numbers to receive CFP and Insurance CE certification. Failure to provide these numbers may prohibit you from receiving certification.

- CPE for NASBA (CPA's)     CPE for EA     MCLE     Not seeking certification

CFP (License number required)

Insurance CE (Agency number required)

**Total Due:** \_\_\_\_\_

**Method of payment:** *Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received.*

- Check enclosed (Make payable to: Treasurer, Virginia Tech CE)
- Credit Card:     VISA     MC     AmEx

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Return form by **October 19, 2009**  
*(no staples, tape, or paper clips, please) to:*

Conference Registrar  
 Continuing and Professional Education  
 Virginia Tech, Mail Code 0272  
 702 University City Blvd.  
 Blacksburg, VA 24061

phone: 540/231-5182  
 fax: 540/231-3306 *(for credit card registrations only)*

**Refund, Switch & Cancellation Policies:**  
 Written requests for refunds will be honored when received 10 business days prior to the program. However, another person may be substituted at any time for this program. A \$60 administrative fee will be deducted for all cancellations. No-shows will forfeit their payment. Should a participant decide to switch locations after registering, there will be a \$25 charge for processing the location change. Additionally, should a participant decide to switch from a higher priced location to a lower priced location, a refund will not be issued for the difference. Switches will be processed when all additional fees are paid. Exceptions for cancellations or switching are limited to family death or verifiable medical emergencies, or court appearances. In the unlikely event that this program is cancelled or postponed due to insufficient enrollment or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

For weather or disaster-related program cancellation or postponement information, please call 540-231-9489.

<b>Office Use</b>	Received
	AMT: _____
	CC/CHK#: _____
	DATE: _____

*\*Necessary to process a refund payable to any company, agency or government.*  
*The information you provide is subject to the Freedom of Information Act guidelines.*