



2023 Federal Tax Course – Level 1

REGISTRATION FORM

Please check here if you require special accessibility or assistance at this function. We will contact you.



Fee covers course materials and other items specified in course announcement. Applications will be accepted on a first-come, first-served basis. Applicants are encouraged to register via www.tei.org. Credit card registrations may be faxed to 202.638.5607 or scanned and emailed to: meetings@tei.org. If registering by check, make checks payable to Tax Executives Institute and mail to Tax Executives Institute, Lockbox 9407 PO Box 70280, Philadelphia, PA 19176-0280. **Do not mail applications to TEI's street address.** Questions? Call 202.638.5601 or email: meetings@tei.org.

ELIGIBILITY

TEI events are open to members of TEI and other in-house tax professionals. Individuals engaged in private law, accounting, or other consulting practice, as well as government employees, are ineligible to attend.

Name_____

Nickname for Badge_____

Company_____

Mailing Address_____

City_____

State/Province_____ Zip/Zone_____

Telephone_____ Fax_____

Email_____

FEES

Amount (U.S. Dollars)

- \$2,400 1st Registrant
- \$2,100 1st Registrant
No Lodging
- \$2,100 Subsequent Registrant

Name of First Registrant

- \$1,800 Subsequent Registrant
No Lodging

Name of First Registrant

Charge to: VISA MasterCard American Express Discover Diners Club

Card Number_____

Exp. Date_____ CVV_____

Cardholder Name (print)_____

Signature_____

If faxing your registration using a credit card, please do so between 9:00 am and 4:00 pm ET to ensure confidentiality. Fax number for registrations and cancellations is 202.638.5607. This form can be scanned and emailed to meetings@tei.org.

All cancellations must be made in writing by April 26, 2023, and will be subject to an administrative service charge of \$75 (U.S.); for cancellations after April 26, 2023, and before June 2, the charge will be \$200 (U.S.). No refunds will be made for cancellations requested after June 2, 2023, or for no-shows. TEI encourages registrants or their employers to send a substitute to avoid this cancellation penalty. Cancellations must be requested by email to meetings@tei.org. Refunds of credit card registrations, less administrative charge, will be made to the purchaser's credit card account. TEI's Federal Taxpayer ID Number is 52-0239291.

Substitutions will be permitted for registrants who are unable to attend the course. To request a substitution, please email meetings@tei.org with the names of the registrant and his or her substitute. The substitution fee is \$50 per registrant.

In accordance with section 274(n) of the Internal Revenue Code, registrants are notified that that the portion of the course registration fee attributable to food and beverage is \$400 (U.S.).