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The Institute strives to use electronic communications wherever possible, including communications vital to maintaining your membership in good standing. We were unable to send this form to you electronically. If you have a current e-mail address, please provide it to us on the reverse side of the form or complete your renewal through the Institute's secure website at [www.icao.on.ca](http://www.icao.on.ca).

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**INSTRUCTIONS FOR INSTITUTE COMMUNICATIONS:**

Please provide me with (select the appropriate code and enter it in Section C overleaf)

- Y** All communications
- N** All communications, excluding Professional Development notices
- L** Legal communications only, includes fees notices, annual meeting notices, bylaw changes, CheckMark, etc.
- P** All communications, excluding Member benefits/discounts

**Annual Maintenance of Registration Fee**, when registration period is less than 4 years, your ICAO registration date is after June 30, 2005:

Maintenance of registration to June 30, 2010	\$250.00
5% GST	\$12.50
<b>Total remittance required</b>	<b><u>\$262.50</u></b>

Payment received after July 31, 2009 will be subject to a late fee of \$45.00

**Annual Maintenance of Registration Fee**, when registration period is 4 years or more, your ICAO registration date is on or prior to June 30, 2005:

Maintenance of registration to June 30, 2010	\$500.00
5% GST	\$25.00
<b>Total remittance required</b>	<b><u>\$525.00</u></b>

Payments received after July 31, 2009 will be subject to a late fee of \$100.00

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**DISCONTINUATION OF REGISTRATION**

A person who discontinues his or her registration as a membership candidate or who does not annually renew the registration may re-apply at a later date by remitting a re-registration fee currently set at \$262.50 (\$250.00 + \$12.50 GST) the current maintenance of registration fee and a late fee of \$100.00. The candidate must have his or her re-registration accepted by the applications committee.

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**PAYMENT OPTIONS:**

- Internet** You are encouraged to update your data and pay your membership fees by credit card on the Institute's secure Web site at [www.icao.on.ca](http://www.icao.on.ca).
- Credit Card** Payment can be made by Visa or MasterCard. US credit cards will be processed in Canadian dollars. The amount will be converted automatically by your credit card company.
- Cheque** Please record your ICAO number on the front and make your cheque payable to the Institute of Chartered Accountants of Ontario. Cheque payments should be received no later than July 31, 2009, or a late fee is applicable.
- Bank Transfer** Send payment to the Canadian Imperial Bank of Commerce, 2 Bloor St. West, Toronto, ON, Canada, M4W 1B3. Bank Transit number 00502, bank account number 48-00419. An additional processing fee of \$52.50 (\$50 plus \$2.50 GST) must be added to your payment.
- Electronic Funds Transfer** Fees may be paid through the Internet or by telephone bill payment with your financial institution. The listing is under either "Chartered Accountants of Ontario" or "Institute of Chartered Accountants of Ontario", depending on your financial institution. Please use your ICAO number as the account number.