

Certificate Replacement Declaration Form - 4-1H

CPA Ontario ID:

A. In the Matter of a Request to Replace My Certificate

I, (Full name, please print)

of the city/township of

in the Province/State of

Declare that my full legal name is (Full legal name, please print)

I Declare that the following certificate(s) has been lost, stolen or destroyed (check all that applies - replacement fee applicable):

CA Certificate

CPA, CA Certificate

CPA Certificate

Life Member

Fellow

OR

I Declare that the following certificate(s) was never received (check all that applies - **no replacement fee applicable**):

CPA Certificate

Life Member

Fellow

Please provide preferred mailing address:

I hereby undertake that if the original certificate(s) is ever recovered, it will be forwarded forthwith to Chartered Professional Accountants of Ontario.

Full Name _____ X _____ / /
Member Signature Date (mm/dd/yyyy)

B. Certificate Name Change Request

To change your registered name on your membership certificate:

- enclose fee remittance
- enclose the membership certificate to be replaced
- enclose a copy of proof of legal name change

Satisfactory evidence of legal name includes a copy of any one of the following: birth certificate, passport, both sides of a Canadian citizenship certificate card, landed immigrant papers or baptismal certificate.

- the copy of legal name change documentation should be endorsed with "This is a certified true copy" and be signed and dated.

The certificate(s) that requires update is (check all that applies - **replacement fee applicable**):

CA Certificate

CPA, CA Certificate

CPA Certificate

Life Member

Fellow

Please provide any additional comments:

C. Fee Remittance & Payment Options

FEE DUE: \$56.50 (\$50.00 + \$6.50 HST)

Amount Paid: \$

HST# 10750 8525 RT0001

Important: Please do not email your credit card information. We are unable to process any credit card payment via email.

Credit Card or Interac: To pay by credit card or Interac please visit cpaontario.ca/pay4-1H

Personal Cheque: To pay by cheque, record your CPA Ontario ID on the cheque and make it payable to:
Chartered Professional Accountants of Ontario

Electronic Funds Transfer (EFT): Contact your financial institution to set up this option. The payment listing is available under "Chartered Professional Accountants of Ontario". **Please use your CPA Ontario ID as your account number.**

Questions

For questions relating to this form, please contact Customer Service at customerservice@cpaontario.ca, or by telephone during business hours, at 416.962.1841.

Regular business hours

Monday - Friday, 8:30 a.m. - 5 p.m.

Forms

All forms are available for printing at cpaontario.ca/members-forms

Remittance Options

Email	Fax	Regular Mail
customerservice@cpaontario.ca Please ensure the subject line contains the following: Certificate Replacement Declaration Form 4-1H	416 962.8900 Please retain the fax confirmation for your records.	Chartered Professional Accountants of Ontario Attn: Member and Student Records Department 69 Bloor Street East, Toronto, ON M4W 1B3, CANADA