

# 2018-2019 Annual Membership Dues (AMD), Financial Waiver, Deferral or Reduction Request Form 4-2B

Member's Full Name:

CPA Ontario ID:

Complete this form to request a financial waiver, deferral or reduction of your 2018-2019 Annual Membership Dues (AMD).

Please check only **ONE** box.

## Deferral

I am applying for a deferral. If granted, I agree to pay my AMD by not later than December 31, 2018. I confirm that my projected business and employment gross earnings (excluding investments, pension, disability, employment insurance) for the current calendar year will be less than \$32,364 and net equity is less than \$200,000.

## Waiver

**Financial Hardship/Unemployment:** I am applying for a waiver due to financial hardship. I confirm that my projected business and employment gross earnings (excluding investments, pension, disability, employment insurance) for the current calendar year will be less than \$32,364 and net equity is less than \$200,000.

**Religious:** I am applying for a waiver due to religious employment (i.e. clergy). I have attached a letter from the organization or church confirming my religious employment. (This documentation must be received in order to have your request considered.)

**Humanitarian:** I am applying for a waiver due to humanitarian or community service. I confirm that my gross income from all sources is less than \$32,364. I have attached a letter from the organization or church confirming my volunteer services. (This documentation must be received in order to have your request considered.)

**Medical:** I am applying for a waiver due to medical circumstances. I confirm that I am unable to sustain employment due to illness. I have attached a physician's letter which confirms my diagnosis. (This documentation must be received in order to have your request considered.)

**PhD Designation:** I am applying for a waiver due to full-time attendance in a PhD accounting program at a recognized university. I have attached a letter from my university confirming my full-time enrolment for at least seven months in a single 12-month period. (This documentation must be received in order to have your request considered.)

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## Declaration

I acknowledge that the information contained on this form is true and complete. I further acknowledge that CPA Ontario may require additional documentation and agree to provide this information if requested. I agree to keep such documents as may be required to support this declaration. I also agree to notify CPA Ontario if my circumstances change.

Print Full Name

X \_\_\_\_\_

Signature

/ /

Date (mm/dd/yyyy)



# Policy for Deferral or Waiver of Members' Dues Under Special Circumstances

## Purpose

It is a member's responsibility to pay the Annual Membership Dues in order to maintain the designation. The Council acknowledges, however, that, under exceptional circumstances, members may experience financial hardship. Accordingly, Regulation 4-2, Dues, provides in s. 34 that "The Registrar may waive or defer the payment by a member of the Annual Membership Dues and any special purpose assessments levied by resolution of the Council, in extraordinary circumstances of financial hardship of a member in accordance with the policies of the Council passed from time to time." The Registrar conducts a thorough and confidential review of requests for deferral or waiver of the annual membership dues in accordance with the policy of the Council set out below.

Upon receipt of the notice for payment of the Annual Membership Dues or any special assessment, a member may make a request of the Registrar for a deferral or waiver of the dues or assessment by completing and filing the Annual Membership Dues Financial Waiver, Deferral or Reduction Request Form together with any other declaration or document as may be required by the Registrar. It should be noted, however, that a deferral or waiver will never be granted in advance of the date on which the dues or special assessment become(s) payable.

## Basis

The overriding criterion for a deferral or waiver is a demonstrated inability to pay. The inability to pay the dues may be caused by such circumstances as unemployment, business catastrophe, medical grounds, humanitarian, community or religious service, family care, as well as full-time university attendance.

## Income and Equity Tests

The financial criteria approved by the Council for determination of dues deferrals, waivers and reductions, where an income test is required, is based on published government statistics: Statistics Canada's *Low Income Lines, 2010 to 2011, Table 2: Low Income Cut-offs (1992 base) Before Tax*.

The data has been indexed by 5 per cent per year to account for the time lapse between the date of availability of the data and the date of the waiver or deferral request and increased by an additional 20 per cent to accommodate for a more realistic income threshold for CPA Ontario members. Since the income test criteria for eligibility is based on the member's income, the basis of the test is the LICO for a one-person household.

The equity test, where applicable, is based on an individual's equity. If the member shares equity with others, he or she must meet the equity test based on his or her share of the equity.

## Deferral

Where the member's inability to pay the annual membership dues is expected to be for a short term, the member should request a deferral of the dues payment until a date later in the year. If granted, a member will have an extension to December 31 of the current year to pay the dues. Criteria used to determine eligibility: member's projected business and employment gross earnings (excluding investments, pension, disability, employment insurance) for current calendar year will be less than \$32,364 and net equity is less than \$200,000.

## Financial Hardship Waiver

Where the inability to pay is expected to persist for a longer or an indeterminate period of time, the member should request a waiver of the annual membership dues. While it is hoped that the circumstances leading to an inability to pay the dues will be temporary, it is recognized that a waiver for more than one year may be appropriate. A financial waiver can be granted a maximum of three times in a member's lifetime. Criteria used to determine eligibility: member's projected business and employment gross earnings (excluding investments, pension, disability, employment insurance) for current calendar year will be less than \$32,364 and net equity is less than \$200,000.

## Humanitarian, Community or Religious Service Waiver

When a member is not employed due to humanitarian or community service or is employed full-time in a religious service (e.g., clergy), the member may request a waiver of the AMD. Subject to meeting the criteria each year, there are no limits to how many waivers may be granted to a member. Criteria used to determine eligibility: members who have left full-time employment for the purposes of volunteering with a humanitarian/community or religious service must confirm their gross income from all sources is less than \$32,364. An equity test is not required. Members who are employed in a religious service are not required to complete an income test. In both cases, a letter from the organization or church confirming the member's voluntary or full-time employment in a humanitarian/community/religious service is required.

## Medical Waiver

A waiver can be requested when a member is unable to sustain employment due to illness. Subject to meeting the criteria each year, there are no limits to how many waivers may be granted to a member. Criteria used to determine eligibility: a letter from a physician confirming the diagnosis.

## Continuous Medical Waiver

Where a member's medical illness is expected to deteriorate and he or she is not expected to return to employment, CPA Ontario can grant a continuous waiver. Once granted, a member will no longer be required to re-apply for a waiver each year or visit his or her physician for a letter to confirm the diagnosis. Each year CPA Ontario will send a declaration to the member requesting confirmation that the member's medical circumstances remain unchanged. Where a member is unable to complete the form, a spouse or Power of Attorney may sign the form on the member's behalf.

## Full-Time University Attendance in Accounting PhD Programs

A waiver may be requested if a member is enrolled full-time in an accounting PhD program at a recognized university. Criteria used to determine eligibility: must be enrolled in courses at a recognized university full-time and for at least seven months during a single, 12-month period. A letter from the university confirming full-time enrolment in a PhD accounting program is required. Subject to meeting the criteria each year, there are no limits to how many waivers may be granted to a member. Where the dates of university attendance overlap with the dates marking the end of one CPA Ontario fiscal year and the beginning of the next, a dues waiver will apply only to one year's AMD.

## University Reduction

A 50 per cent reduction may be granted to members who are attending a recognized university full-time. Courses or program do not need to be accounting-related. Criteria used to determine eligibility: must be enrolled in courses at a recognized university full-time and for at least seven months during a single, 12-month period. A letter from the university confirming full-time enrolment is required. Subject to meeting the criteria each year, there are no limits to how many reductions may be granted to a member. Where the dates of university attendance overlap with the dates marking the end of one CPA Ontario fiscal year and the beginning of the next, a dues reduction will apply only to one year's AMD.

## Parenting and Family Care Reduction

Members who leave full-time employment for the purpose of parenting or providing full-time care to an elderly or ill family member may apply for a 50 per cent dues reduction if:

- The member's net equity is less than \$200,000; **AND**
- The member's gross income from all sources (including employment insurance, investments, etc.) is less than \$32,364; **AND**
- The member provides full-time care for a child who is six years of age or less at April 1, 2018 of the current membership year, or who is over six and suffering from a disability or illness; **OR**
- The member provides full-time care for an elderly or ill family member who is unable to care for themselves.

Two free professional development days are granted to every member who qualifies for a parenting or family care reduction. Courses must be taken within the membership year that the reduction is granted.

## Questions

If you have any questions, please contact our Customer Service Centre at [amd@cpaontario.ca](mailto:amd@cpaontario.ca) or call 1 800 387.0735 during our Customer Service Center's regular business hours: Monday to Friday, 8 a.m. to 6 p.m. Our team is here to support you throughout the AMD and CPD process.

## Privacy Statement

CPA Ontario is committed to respecting your privacy and protecting your personal information. The collection, use and disclosure of your personal information that may be made by CPA Ontario is described in [CPA Ontario's Privacy Policy](#). The information collected in CPA Ontario's member portal is used primarily for the purposes of annual membership renewal.