

Membership Dues Billing Code Changes

Membership dues are based upon data on file at the time of billing. Should your membership dues billing code need to be changed, please ensure that you have made all the required changes to your membership data on the form. All requests for changes to the membership dues billing code will be reviewed and must be supported by updated membership data.

Deferral, Waiver or Dues Reductions

To request a deferral, waiver or reduction of the annual membership dues, please complete the [2017-2018 Annual Membership Dues \(AMD\), Financial Waiver, Deferral or Reduction Request Form 4-2B](#).

Resignations

To resign from membership, please complete the [Membership Resignation Form 4-3A](#). Resignation forms received between April 1, 2017, and June 30, 2017, are subject to 50 per cent of the full 2017-2018 Annual Membership Dues. Resignation forms received after June 30, 2017, are subject to the full applicable membership dues.

Transfer to Another Provincial Accounting Body

Many members choose to retain memberships with more than one provincial accounting body. There is a reduced fee for the non-primary membership which may be obtained by amending your billing code in the dues remittance change section. If you choose not to retain membership with CPA Ontario you will need to complete the [Membership Resignation Form 4-3A](#).

Public Accounting Licence (PAL)

Members, who hold a Public Accounting Licence (PAL) or may be applying for a PAL, must complete the annual minimum Continuing Professional Development (CPD) declaration requirements. The CPD must be completed in activities directly related to the competencies needed to provide public accounting services. Exemptions from the 2016 CPD requirements or failure to comply with the annual minimum or triennial CPD requirements may impact your ability to renew or apply for a public accounting licence.

Practice Registration

Members who are providing public accounting services or accounting services to the public are reminded of the requirement to register a practice. Information on how to set up a public accounting practice is available at cpaontario.ca/PublicPractice.

Questions

If you have any questions, please contact our Customer Service Centre at amd@cpaontario.ca or call 1 844 553.2726 during our Customer Service Center's regular business hours Monday - Friday, 8 a.m. - 6 p.m. Our team is here to support you throughout the AMD and CPD process.

Forms

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

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 are described in [CPA Ontario's Privacy Policy](#). The information collected in CPA Ontario's member portals is used primarily for the purposes of annual membership renewal.

Information Guide for Retired or Equivalent Membership Dues Waiver

Dues Codes: Enter any changes to the Dues Code in Section D of this form.

Note: The retirement waiver is not automatic and due to the income criteria, must be applied for every year.

Code	Qualifications	Total Dues (If criteria met prior to April 1, 2017)
9B	Members who have reached the age of 55 or more and whose gross annual income, excluding pension or other retirement and investment income, is not greater than \$25,000.00; AND their age plus the total number of years of continuous membership in good standing in CPA Ontario, CGA Ontario, CMA Ontario and one or more provincial bodies or an accounting body recognized by the Council, equals or exceeds the sum of 70	No Dues
9C	Members who have retired-member status in another provincial body or accounting body listed in the Schedules to Regulation 6-2 and have completed 15 years of continuous membership in good standing in CPA Ontario or who have retired-member status with CGA Ontario or CMA Ontario.	No Dues
9D	Members who have reached the age of 65 or more and who have been granted retired-member status in another provincial body or an accounting body listed in the Schedules to Regulation 6-2 and have completed at least one year of membership in good standing in CPA Ontario, CGA Ontario or CMA Ontario.	No Dues
1000	Members who have been elected to Life Membership in CPA Ontario.	No Dues